



## Course Duration and Drop Policy

### Course Durations

The guideline for course time allotment is as follows:

- High School Courses: 9 weeks, or the equivalent of one Quarter, to complete each 0.5 credit course.
  - **Exceptions:** AP courses, German 1-4, and Algebra 1 extended and blended options may be given additional time to accommodate the heavier workload.
- Middle School Core Courses: 18 weeks, or one semester, for each segment of the course.
- Middle School Electives: 9 weeks, or the equivalent to one Quarter, per segment (if the course is being taken by a full time eSchool student as part of the quarterly “wheel” elective option).
- Elementary Courses: The full, regular academic school year.
- ITED or Compass Courses: Must be completed by the end of the academic school year, unless a specific date is pre-arranged, or no grade will be earned.
- Exceptions: Students starting courses without sufficient time remaining before the end of a marking period or school year will be considered under a [Shortened Pace Agreement](#).

## **Extensions and Course Completions**

- Additional time may be granted for courses on a case-by-case basis via the [Academic Extension](#), medical documentation, extenuating circumstances, IEP or 504 designations, or at the teacher's discretion.
- Extensions of any kind may not extend past the end of the academic school year.
- Courses will be completed on the assigned end date with the following marks:
  - Academic Mark (A-F, P, N)
  - Incomplete (I)
  - Medical (M) with proper documentation
  - Withdraw No Grade (WNG)—no record will appear on a transcript, based on extenuating circumstance

## **Dropping a Course**

- With parent/guardian (if the student is under 18) and counselor permission, students may request to drop a course without a grade during the grace period of enrollment (within the first 21 days or 3 weeks from the date of enrollment).
- Requests to drop a course without a grade beyond the grace period (21 day/3 week window) are reviewed on a case-by-case basis (due to medical or extenuating circumstances).
- Courses dropped beyond the grace period (21 day/3 week window) without medical or extenuating circumstance are issued a failing grade.
- If a student drops a course without a grade, he or she may request to re-enroll one additional time. Multiple enrollments and drops for the same course are not allowed.