

School Counseling

Important Deadlines for 2026-2027

It is important that these deadlines are observed and students make plans accordingly. In addition to deadlines, there are other requirements that should be carefully followed as listed under Pre-Requisite and Comment sections listed below. **Please be aware that a request for any change in a student's schedule should be based on compelling educational rationale.**

<u>ACTION</u>	Semester I Half Year Course	Semester II Half Year Course	Full Year	<u>Comments</u>
<u>Add Course</u> Pre-Requisites: • Parent/Guardian signature • Students must present a solid rationale for the course change.	Sept. 11th 2026	Feb. 5th 2027	Sept. 11th 2026	Students may be allowed to add courses during this period as long as their schedule permits doing so without having to substantially change the existing schedule of courses and based on course availability.
<u>Change Course</u> Pre-Requisites: • Parent/Guardian signature • Students must present a solid rationale for the course change.	Sept. 11th 2026	Feb. 5th 2027	Sept. 11th 2026	Acceptable considerations: • Scheduling errors/conflicts • Final Summer School adjustments • Misplaced levels • Disability-based needs • Career goal changes for which a course change is absolutely necessary • Student has previously failed the same course with the same teacher-if schedule permits. A "change of mind" is not an acceptable reason for a course change.
<u>Withdraw from Course</u> Pre-Requisites: Permission from: •Course Instructor •Appropriate Associate Dean of Academics •Parent/Guardian •School Counselor	Sep. 29th 2026	March 2nd 2027	Jan. 19th 2027	A student cannot drop a course if: • Passing the course • Dropping the course will result in carrying fewer than 5 courses for that semester regardless of the total credits being carried • Request is made after the established deadlines • Proper signatures are not obtained • Students dropping courses after the 10th class occurrence of either semester will receive a W (withdrawal) on their transcript/grade report. The grade for all completed terms will appear on the transcript.
<u>Change Levels</u> Pre-Requisites: Permission from: •Course Instructor •Appropriate Associate Dean of Academics •Parent/Guardian •School Counselor	Nov. 10th 2026	April 8th 2027	Jan. 19th 2027	• Change of levels will be done if students demonstrate clearly that the level they are seeking is consistent with their documented abilities • Students must first discuss their reason for wanting to change levels with the teacher. • Grades from the previous level will follow the student into the new level.
<u>Change from Modified Credit to Credit or Modified Credit</u>	Sept. 23rd 2026	Feb. 17th 2027	Sept. 23rd 2026	Collaboration between Case Coordinator, classroom teacher, and parent/guardian will determine the final recommendation for Credit vs. Modified Credit. A form will be completed by the parent/guardian confirming that the student is taking the course for Modified Credit. The first 3 weeks of the semester marks the deadline. Classes taken for Modified Credit cannot be applied to a standard diploma.

Reminders:

- Students must decide within the the first 4 class occurrence to add a new, alternative course. A new course is a brand new course, not a level change in a current course.
- Students have the first 10 class occurrences of the semester to withdraw from a one semester course. This means students wanting to withdraw from a semester course **must have their paperwork in to their counselor for processing by the deadline.**
- Students have 2 class occurrences beyond progress report day in a semester to change a level. the level can be changed for a full-year course until the end of the first semester.
- If a student is failing they are able to withdraw from a year-long course by the last day of the first semester, prior to exams, in order to pick up a half-year course in the second semester.
- Please carefully consider whether a student is in the right level or course early on in the school year. This will require more monitoring but will result in better success for our students.