



## Academic Policies and Procedures

**Course Load:** Freshmen and sophomores must be enrolled in a minimum of six classes each semester; juniors and seniors must be enrolled in a minimum of five. Athletics, which are scheduled as 7<sup>th</sup> period courses, count towards graduation credits, but not the minimum academic course requirement.

**Requests to Change Teachers:** Requests to change teachers are not honored unless the student has previously taken a class from that teacher and would prefer a new learning experience. A request is subject to space availability, other master schedule constraints, and must be made during Wildcat Days.

**Important: Class additions/changes are always subject to space availability and fulfillment of all pre-requisites and other constraints.**

### Timeline for Requesting Changes to Classes:

#### SEMESTER 1



Wildcat Days: Students can make schedule changes as space permits.



Weeks 1 and 2: Students may drop or add elective classes (including academic classes that are beyond minimum requirements for graduation).



Week 4 and Week 7: Students may petition to change the level of class they are in (down only) for academic courses during the week after the 1<sup>st</sup> grading period, and the week after the 2<sup>nd</sup> grading period. These changes must be made in coordination with the teacher of the subject and by completing the petition process.



Weeks 8 through End of Semester: No course changes may be made.

#### SEMESTER 2



Weeks 1 and 2: Students may drop a course or change a level (down only). Classes cannot be added second semester, with the exception of P.E., Work Experience, and T.A.



Weeks 2 through End of Semester: No course changes may be made.