

Add/Change/Drop/Withdraw Policy

Adopted: 10/4/2005

Modified: 9/24/2019

Last review:

1 Purpose

2 The purpose of this policy is to specify the conditions for adding a course to a student’s schedule, changing
3 a course in a student’s schedule, or dropping a course from a student’s schedule.

4 Policy

5 Minnesota Online High School students have 7 instructional days from the start of each quarter within
6 which to add a course to their schedules or to change a course in their schedules. The seventh instructional
7 day is called the add/change deadline. To add or change a course, the student or their parent/guardian
8 should email the student’s counselor to request the schedule adjustment and to explain the reason for the
9 change. The add/change deadline may be waived by the counselor for a student who enrolls on an
10 emergency basis after the quarterly enrollment window has closed, according to the Minnesota Online High
11 School Student Enrollment Policy.

12 Minnesota Online High School students have 17 instructional days from the start of each quarter within
13 which to officially drop a course. The seventeenth instructional day is called the drop deadline. To
14 officially drop a course, the student and/or their parent/guardian should contact the student’s counselor in
15 writing to request that the course be dropped from the student’s schedule and the reason for this request. If
16 the student officially drops the course, a ‘W’ will be recorded on their transcript; this is not a grade and does
17 not impact the student’s grade point average. The drop deadline may be waived by the counselor for a
18 student who enrolls on an emergency basis after the quarterly enrollment window has closed, according to
19 the Minnesota Online High School Student Enrollment Policy.

20 All students enrolled in a course after the 17th instructional day of the quarter will receive a course grade of
21 A, B, C, D, F, P, or NC. The course grade is assigned based on points awarded for the work that the student
22 turned in as a percentage of the total number of points possible in the course. Course grades are recorded on
23 a student’s transcript. Grades of A, B, C, D and F are used in calculating the student’s grade point average.