



**SOCASTEE HIGH SCHOOL**  
**GUIDANCE DEPARTMENT**  
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## **GUIDELINES FOR SCHEDULE CHANGES**

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Students have been given the opportunity to conference with teachers and guidance counselors to select their courses for the next school year and to review course selections with parents. No schedule changes will be made after student schedules have been completed except under the following circumstances:

1. Credit is needed for graduation; or,
2. Credit has been earned during summer schools; or,
3. A student has not passed a prerequisite course.

**NO REQUESTS FOR SCHEDULE CHANGES WILL BE ACCEPTED FOLLOWING THE FIFTH DAY OF A SEMESTER WITHOUT APPROVAL FROM THE SCHOOL'S PRINCIPAL.**

The SC Uniform Grading Policy permits students to withdraw from a course within five days of enrollment without penalty; however, after this time a grade penalty will apply. Specifically, the policy reads as follows:

*"Students who withdraw from a course after the specified time of three days for a 45-day course, five days in a 90-day course, or 10 days in a 180-day course without administrative approval, shall be assigned a WF (Withdrawn Failing), and the F (as a 50) will be calculated in the student's overall grade point average."*

Students wishing to make any schedule changes **must** initiate such changes by completing the Request for Change of Schedule Google form found in their Google Classrooms. This form is posted by guidance at the beginning of each semester with a reminder of the policy. Counselors do not consider schedule change requests that are emailed. Only schedule changes submitted on the Google form are processed.

### Related Forms:

Request for Change of Schedule – Google Form in Google Classrooms

Course Drop Request Outside Allowed Window – Available through Administration