SPECIAL SERVICES
Promotion, Retention, Grading, and Graduation Requirements
Rules and Procedures for Students Dropping High School Courses

This regulation supersedes Regulation 2445.6.

I. PURPOSE

To establish rules and procedures that apply to any student who wants to drop a high school course.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

A. The word school has been included in Section III.

B. The attachment has been revised to clarify the conditions under which courses may be dropped in the third and fourth grading periods. The attachment has also been revised to be inclusive of all current and future self-directed courses.

III. RULES AND PROCEDURES FOR DROPPING COURSES

In order to drop a class, a student must: a) have a school counselor and/or administrative authorization, b) provide written parental permission, and c) adhere to the time lines and policies as stated in the attachment.

Attachment
# Fairfax County Public Schools
## Policy for Dropping a Class

<table>
<thead>
<tr>
<th>If a Student Is Allowed to Drop a Class During the:</th>
<th>First Grading Period of the Course: ¹</th>
<th>Second Grading Period of the Course:</th>
<th>Third Grading Period of the Course: ¹</th>
<th>Fourth Grading Period of the Course: ¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Year Course One Credit</td>
<td>No grade penalty; nothing is recorded on the record.</td>
<td>Record WP (withdrawn passing) for the year OR record WF (withdrawn failing) for the year.²</td>
<td>Record WP for the year OR record WF for the year.²</td>
<td>Record WP for the year OR record an F for the year.²</td>
</tr>
<tr>
<td>Term-13 Credit Course One Credit</td>
<td>No grade penalty; nothing is recorded on the record.</td>
<td>Record WP for the year OR WF for the year.</td>
<td>Record WP for the year OR record WF for the year.</td>
<td>Record WP for the year OR record an F for the year.</td>
</tr>
<tr>
<td>One Semester Course Half Credit</td>
<td>No grade penalty; nothing is recorded on the record.</td>
<td>Record WP as the final semester grade OR record an F (failing) as the final semester grade.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45-Day Course Half Credit</td>
<td>No grade penalty; nothing is recorded on the record.</td>
<td>Record WP as the final semester grade OR record an F as the final semester grade.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GPA**

Courses dropped will not be counted in grade-point average except when an F is received.

¹ For the first grading period only, a student enrolled in a full-year or one-semester course will have five school days after the date on which report cards are sent home in which to drop a course without having a grade recorded. A student enrolled in a term-1 credit (90-day) course will have three school days after the date on which report cards are sent home in which to drop a course without having a grade recorded. This does not apply to a student who transfers or withdraws from school. A cumulative grade is given at the time of withdrawal from school. For the third and fourth grading periods of a course, withdrawal is only considered in situations involving medical or other family hardship or other extenuating circumstances as evaluated by school administration. For the fourth grading period of a course, withdrawal can be effected only prior to computation of the final grade.

² Students enrolled in a course designated as “self-directed” who withdraw from the course during the second, third, and fourth grading periods and before the final day of the course will receive a record of WP for the course on the transcript.

³ A term-1 credit is a full-year’s course work completed in one semester at a school offering the semester-semester blocking. The student earns one credit. Grading periods are ¹⁄₄ of the semester (quartiles).

⁴ A 45-day credit course is a semester’s course work in 45 days at a school offering semester-semester blocking. The student earns one-half credit for this course.