INSTRUCTION

Reporting/Grading Procedures

Procedures for Recording Grades of Students Who Drop a Class During the School Year – Grades Nine-12

I. Students who drop a year-long course before the end of the first quarter or before the end of the first four weeks for a semester based course, shall not have the attempt recorded on their transcript.

II. Students who drop a year-long course after the end of the first quarter or after the end of the first four weeks for semester based course, shall receive no credit and a notation shall be made on the student’s transcript indicating withdraw failing or withdraw passing.

III. Students who drop a year-long course after the end of the first semester or after the end of the first quarter for semester based courses, shall receive no credit and a failing grade for the course.

IV. The principal (or designee) may, in extenuating circumstances relating to a student’s health or well-being, make an exception to this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS