**APS Code: IKAE\*** 

AURORA PUBLIC SCHOOLS Adopted March 1977 Recoded April 1995 Revised May 2003 Reviewed September 2007 Reviewed May 2015 Reviewed October 2018

## GRADING – STUDENT-INITIATED COURSE WITHDRAWAL Student Withdrawal from Courses

## **Secondary Schools**

The Superintendent shall establish a policy, with the approval of the Board of Education, for studentinitiated withdrawal from courses. The policy shall establish timelines and grading guidelines for student-initiated withdrawals.

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## GRADING – STUDENT-INITIATED COURSE WITHDRAWAL Student Withdrawal from Courses

## **Secondary Schools**

A student may withdraw from a course during the first five school days of the course without penalty. In a year-long course, a student may withdraw during the first five school days of the course in the first semester or the first five school days of the course in the second semester without penalty.

After the fifth school day, when records are finalized, a student will receive WP (Withdraw Passing) if passing the course at the time of withdrawal or WF (Withdraw Failing) if failing the course at the time of withdrawal. After the 20<sup>th</sup> school day of a course, a student will not be allowed to withdraw without receiving a letter grade of WF (Withdraw Failing). The letter grade of WF (Withdraw Failing) will be calculated into the student's grade-point average as an F with the value of zero points.

If a student withdraws from a course for reasons beyond the control of the student, such as illness, the student may withdraw without penalty.