

## **Policy Concerning LATE DROP**

Students are allowed to drop courses during the first five weeks of your high school semester. A full refund will be given.

A student wanting to drop a course after deadlines must appeal to the CAPP Office by completing a LATE DROP FORM describing relevant extenuating circumstances.

### **LATE DROP Appeals**

Decisions on appeals for CAPP courses are made by the Director of CAPP.

GENERALLY, appeals to LATE DROP follow these criteria:

An appeal to the course drop policy is granted for students facing extenuating circumstances that prevent the completion of a scheduled course or that has caused significant disruption in completing the course. CAUTION: If a late drop is approved there might not be any reimbursement of course fees.

**Use the codes below to fill in section 1 on the front side of this form.**

EXTENUATING CIRCUMSTANCES FOR WHICH APPEALS MAY BE GRANTED INCLUDE:

- A-1 A medical emergency;
- A-2 A family emergency;
- A-3 A mental health emergency or problem;
- A-4 A severe personal problem or situation that has resulted in counseling or other professional help before the appeal;
- A-5 Other situations that cause significant disruption to a student's semester.

CIRCUMSTANCES FOR WHICH AN APPEAL TO POLICY WILL NOT BE GRANTED:

Reasons based on academic performance:

- The student is not doing well in the course;
- The student is concerned that the course grade will lower the G.P.A.;
- The student cannot keep up with the workload in the course;
- The student does not understand the course material;
- The student does not like the instructor.