

**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY IHA: AUDITING OR WITHDRAWAL FROM CLASSES BY
STUDENTS**

I. Initial Auditing of Courses

Credit-bearing courses in Carroll County Public Schools may be taken for audit. The request to audit is made when the course selection process takes place. The request will include the date and the date of approval to audit. No credit is earned when a course is selected for audit status.

A. Criteria for Approval or Denial by Principal

1. Effect of student's total program
2. Class size
3. Availability of space, including Career and Technology programs
4. Type of class
5. Time of request
6. Past academic performance
7. Parent's and student's reasons
8. Benefit to student
9. Recommendation of teacher and counselor

B. Implementation

1. The student makes application in writing to the counselor. The parent and counselor must sign the application.
2. The decision for audit status will be made by the principal. Written reason(s) will be given by the principal for denial.
3. The student must attend class on a regular basis.

II. To Convert from Credit to Audit

Students may request to convert a course to audit status after the course has started. The request will include the date and the date of approval to convert from credit to audit. If the course status change is granted prior to 25% of the course duration, there will be no grade recorded on the student transcript. If the change is granted after 25% of the course, the grade will be recorded as a W-Pass or W-Fail.

A. Criteria for Approval or Denial by Principal

1. Effect of student's total program
2. Class size
3. Availability of space, including Career and Technology Programs
4. Type of class
5. Time of request
6. Past academic performance
7. Parent's and student's reasons
8. Benefit to student
9. Recommendation of teacher and counselor

B. Implementation

1. The student makes application in writing to the counselor. The parent and counselor must sign the application.
2. The decision for audit status will be made by the principal. Written reason(s) will be given by the principal for denial.
3. The student must attend class on a regular basis.

III. Withdrawal from Courses

A student may request to withdraw from a credit-bearing course. The request will include the day and the date of approval to withdraw from courses. If the course status change is granted from a course worth 1-3 credits within 10 school days beginning the first day the class meets, there will be no grade recorded on the student transcript. If the course meets on an A/B day schedule, the 10 school days that the class meets would also apply. If the change is granted after the aforementioned times, the grade will be recorded as a **W-Pass** or **W-Fail**.

If the course status change is granted from a .5 credit bearing course within 5 school days beginning the first day the class meets, there will be no grade recorded on the student transcript. If the course meets on an A/B day schedule, the 5 school day that the class meets would also apply. If the change is granted after the aforementioned times, the grade will be recorded as **W-Pass** or **W-Fail**.

Students that transfer from one level class to another of the same course curriculum (including AP courses) will reflect the final grade of the completed course on their transcript.

If a student withdraws from a course and/or transfers out of CCPS, during a marking period the current grade will be recorded for the marking period and the appropriate W-P or W-F will be recorded as the final grade.

Highly able and motivated middle school students are encouraged to take high school courses when appropriate. These courses result in high school credit and are included on the student's high school transcript and in the G.P.A. the full high school curriculum shall be taught in these courses, and all required county or state assessments shall be given to the students at the time the course is taken. At the request of a parent/legal guardian, student, or teacher, the principal may withdraw a student up to the end of the first semester (18 weeks) with no grade appearing on the permanent record.

A. Criteria for Approval or Denial by Principal

1. Effect of student's total program
2. Class size
3. Availability of space, including Career and Technology programs
4. Type of class
5. Time of request
6. Past academic performance
7. Parent's and student's reasons
8. Benefit to student
9. Recommendation of teacher and counselor

B. Implementation

1. The student makes application in writing stating reason(s) for withdrawal. This application must be signed by the teacher, counselor and parent.
2. The decision for this withdrawal request will be made by the principal. Written reason(s) will be given by the principal for denial.

IV. Appeal

All appeals shall be made in writing to the director of high schools.