

OKM Academic Schedule 2018-2019



Course Change/Add/Drop/Withdrawals

This document outlines OKM's school policies regarding course changes, withdrawals and drops. It is OKM's belief that students who maintain a full and broad course schedule, and who fully participate in classroom learning experiences will be best prepared for post-secondary life and future educational experiences. If you have any questions about the information contained below, please contact your assigned counsellor or vice-principal.

Course Changes: for students who require amendments to their timetable in order to best meet learning, graduation and post-secondary requirements. These are completed in consultation with the learner, family, counsellor and administration.

Withdrawals: for students who no longer require the completion of a specific course, after reviewing graduation and post-secondary requirements. Applications must be completed, and reviewed with school counsellors and administration.

Course Changes	Semester 1	Tuesday, Sept 4 to Friday, Sept 14	<ul style="list-style-type: none"> During this time students may drop and add courses based on class availability. This is to be done through the counselling office.
	Semester 2	Monday, Jan 21 to Friday, Feb 1	
Course Withdrawal Window	Semester 1	Monday, Oct 29 to Friday, Nov 2	<ul style="list-style-type: none"> During this time students may submit course withdrawal requests which will be reviewed on a case by case basis. Withdrawal requests will not be considered prior to this date. Students are expected to be enrolled in a full time schedule and to attend all enrolled classes, as per the Attendance Policy in the Student Code of Conduct.
	Semester 2	Monday, April 1 to Friday, April 5	
Final Course Withdrawal Date	Semester 1	Friday, Nov 30th	<ul style="list-style-type: none"> This is the final day for students to withdraw from a course. The student's transcript will record this as "Withdrawn," signified with a "W." Students will not be permitted to drop a course from their transcript after this date, and their transcript will reflect the grade earned, either a passing mark or an "F" if the course was failed.
	Semester 2	Tuesday, April 30	

School Policy: A course withdrawal form, available in the Counselling Centre at the start of the **Course Withdrawal Window**, must be filled out and signed by the classroom teacher and the parent/guardian after consultation. Students are required to report to class for attendance and participation purposes until the withdrawal is finalized.

The deadline to withdraw without any letter grade showing on the report card is the last day of November for Semester 1 or the last day of April for Semester 2. Non-completion of course activities after this date will result in the student receiving a "W" or an "F" letter grade at the discretion of the Principal. These letter grades have a value of zero when calculating GPA.

Students must ensure that withdrawing from the course will not affect any graduation requirements. Normally only grade 11 and 12's are permitted to request a withdrawal from a course. (revised August 2018)