Blinn Course Drop Policy for Bryan Collegiate High School

Successfully completing your Blinn courses is extremely important! Not only do these courses affect your high school graduation, but your performance in each course is recorded on your permanent transcript which will be seen by all colleges, universities, and employers to which you apply for the rest of your life. While dropping a course is an option, it should always be the last option after you have done everything else in your power to pass the class.

**In order to drop a Blinn course, you must:**
- have perfect attendance in that course (no absences)
- have documented at least three office hours visits with your professor throughout the semester (you must be able to prove you visited with the instructor)
- have turned in every assignment (no zeros)

**If you have satisfied all of the above requirements and still feel you want to drop, you must do the following:**

1. Make an appointment to conference with the BCHS Counselor. If the BCHS Counselor feels you have a valid reason to drop after speaking with you, they will give you a form.

2. You will then take that form to your professor. You will talk to your professor (again) about your progress. If they agree that you should drop, they will sign the form and they must email the BCHS counselor to verify that you have attended every class, attended office hours three times, and have turned in every assignment. If your instructor does not email the counselor, your drop form will not be processed. It is your responsibility to follow up with your professor to ensure this step is completed.

3. You will then take the form home to discuss the drop with your parents/guardians. If your parents agree with the drop, they will sign your form.

4. You will return the form to the BCHS Counselor with both your parent’s signature and instructor’s signature. Once they receive verification from your instructor that you have satisfied the requirements for dropping, they will sign the form and return it to you to get a signature from the BCSH Dean of Students.

5. You will then set up a meeting with Dr. Greg Phillips, Dean of Instructional Administration, on the Blinn campus. You will take your form with you, which now has your instructor’s signature, parent’s signature and counselor’s signature to meet with Dr. Phillips. You will conference with Dr. Phillips, and if after the meeting Dr. Phillips agrees with your reason for dropping, he will sign your form and you will return the form to the BCHS Counselor.

6. The BCHS Counselor will contact you when you drop has been processed and your schedule has been changed. The form will include the plan for how you will recover the credit you have missed.

Dropping a class, even for a valid reason, may affect your enrollment at BCHS. The specifics of your situation will be discussed during your meetings with Mrs. Homeyer and/or Mr. Roberts, and details will be provided on your individual drop form. All requests to drop will be reviewed on a case-by-case basis, taking into account each individual’s situation.
Blinn Course Drop Form – Spring 2016

Student Name ___________________________________________________________ Grade _____
Blinn ID __________________________

Students must have the following table completed, including instructor signature, before a drop request will be considered. The deadline to make a drop request to Mrs. Homeyer is **Friday, November 13, 2015.** The Blinn “Q” day is Friday, November 20th, but Mrs. Homeyer must compile the drop list and submit it to Blinn earlier to allow the Admissions Office time to manually input drops before the November 20th deadline.

<table>
<thead>
<tr>
<th>Course</th>
<th>Reason for drop</th>
<th>Printed Instructor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructors:** Please initial the appropriate boxes and sign and date below:

- [ ] Student has no absences
- [ ] no missing assignments
- [ ] visited office hours at least three times

Instructor’s Signature ___________________________________________ Date ________________ Phone # ________________

Parent/Guardian,

Your child is requesting to drop the above course(s) for the above stated reason. Students are required to conference with their Blinn instructor and get the Blinn instructor to sign that they agree that dropping the course is an appropriate action. This drop will only be granted with your signature below. Please be advised that a “Q” does not count against a student’s GPA, but there will be a permanent record of “Q” on their college transcript. If a student drops and/or fails two or more Blinn classes, the student must appeal to remain at BCHS.

**It should also be noted that any Junior or Senior who drops and/or fails a core content course at Blinn, may have their enrollment at BCHS revoked.**

Parent/Guardian Signature ___________________________________________ Date ________________ Phone # ________________

Counselor, BCHS ___________________________________________ Date ________________ Phone # ________________

Dean of Students, BCHS ___________________________________________ Date ________________ Phone # ________________

Dr. Greg Phillips
Dean of Instructional Administration, Blinn College

Date ________________ Phone # ________________