



Archbishop MacDonald High School  
 IB Diploma Programme Late Course Drop Request  
*updated Feb 2024*

Archbishop MacDonald strongly discourages students from dropping courses. As an academic high school, we strive to prepare students for post-secondary and provide necessary supports to ensure students are successful. Students registered for the May 2024 exam session are expected to complete all IB assessments to the best of their ability. The IB grade is independent of the Alberta grade and IB courses provide an opportunity for self-reflection, learning and growth for students.

**IB Admissions Policy Overview: IB Entrance Requirements & Programming:**

1. Course changes will not be permitted due to limitations in course offerings after registration. Students will commit to completing their courses for one year.
2. IB Exam registrations that are added or retracted after the deadline posted on the Google Classroom will be subject to additional late fees per course based on the current IBO fee schedule. Students who do not complete the IB course requirements and assessments will not be awarded an IB grade and will be required to repay all subject fees based on the current IBO fee schedule.

Date submitted: \_\_\_\_\_ Received by IB Coordinator:

Student Name: _____	Course: _____
Student email: _____	Parent Name : _____
Parent Contact: _____	Parent Signature : _____
Reason for drop request:	

In consideration of the decision to not fulfil the commitment made upon registration, the following exit procedure will need to be carried out.

- Students who would like to request an IB course drop after IB exam registration must:
1. fill out the drop request form citing the reason for their request
  2. meet with the teacher and IB Coordinator to discuss options
  3. set up a parent meeting with the student, IB Coordinator and a member of the admin team
  4. pay any required fees for amendments to their schedule (\$150 US amendment fee/course)
  5. notify post-secondary institutions of changes in their IB application status

Students who drop a course will not be given predicted grades and any grades that have been sent to post-secondary institutions will be rescinded.

Please be aware that drop requests may not be granted on official transcripts if deadlines have passed.

Meeting with Student, Teacher, & IB Coordinator

Date:

Request:

Action:

Additional Comments

Meeting with Student, Parent, IB Coordinator, Admin

Date:

Discussion of Request:

Action:

Additional Comments

