



Archbishop MacDonald High School
IB Diploma Programme Late Course Drop Request
updated Jan 2026

Archbishop MacDonald actively discourages students from dropping courses. As an academic high school, we strive to prepare students for post-secondary and provide the necessary support to ensure students are successful. Students registered for the May 2026 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 September 15, of the current school year, may 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 has been submitted must:

1. Fill out the drop request form citing the reason for their request
2. Meet with the IB Coordinator to discuss reasons for the request as well as potential options
3. IB Coordinator will contact parents via email/phone to confirm request
4. Parents will be required to pay any fees for amendments to the student's schedule (\$150 US amendment fee per course)

Students should 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a course will not be given predicted grades and any grades that have been sent to post-secondary institutions will be rescinded.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 & IB Coordinator

Date:

Request:

Action:

Additional Comments:

Parent contact via email/phone

Date:

Discussion points: