

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: January 5, 2015

REVISED:

214-AR-1. Weighted Exemption

Penn Manor High School recognizes the importance that a student's Grade Point Average (GPA) may play in the college application process. In an effort to help students maintain their GPA while also encouraging them to take classes of interest, the school has developed a Weighted Exemption Administrative Regulation to allow students in their junior and senior year of high school to select classes that will not be factored into their Grade Point Average (GPA). Students who apply for a Weighted Exemption will still have all of the classes listed on a student's academic transcript.

The following procedures and guidelines have been developed for students who elect to apply for a Weighted Exemption:

- A student will be permitted a total of three (3) exemptions throughout his/her high school career. He or she may use one (1) in his or her junior year and 1 per semester in his or her senior year.
- Internship or Service Learning will count as an exemption, meaning that a student may not apply for a Weighted Exemption during a semester in which he or she is scheduled for either of these classes.
- Each subject area department will deem which classes are eligible for exemption.
- A Weighted Exemption cannot be applied to any class that is required for graduation.
- Students must apply for an exemption within the first five school days of the semester (or their enrollment at the school for new students). Exemptions will not be honored if the request is received after that date.
- Once an exemption is applied for, a student may not withdraw that request. All requests are final.

Please complete the information below to exempt a class from being factored into your GPA calculation and return to your guidance counselor within the first five (5) days of the semester:

Student's Name: _____ Date: _____

Grade Level: _____ Semester (Fall/Spring): _____ Year: _____

Course # for which I would like to apply for an exemption: _____

Student Signature: _____ Parent Signature: _____

For Office Use Only:

Counselor Signature: _____ Date Processed in Sapphire: _____