

DUAL CREDIT WITHDRAW/COURSE DROP FORM

INSTRUCTIONS

For Students:

1. Any student who wishes to withdraw from a dual credit program must complete a Dual Credit Withdraw/Course Drop Form as provided.
2. The completed form must be provided to the dual credit teacher on or before the final withdraw date for the program. Learning materials received from the college are to be returned to the Dual Credit teacher.

For Teachers:

1. The final withdraw date should be provided to students on the first day of class.
2. The final withdraw date must be communicated to students a second time one week prior to the final withdraw date.
3. A completed Withdraw/Course Drop must be provided to the Loyalist College SCWI Program Coordinator within two days of the student withdrawal. The completed form can be forwarded electronically to ecappuccitti@loyalistc.on.ca.
4. The Dual Credit teacher will contact the student's home school if students withdraw from a college course.

Date: _____

Student Legal Name: _____

Student Number: _____

Course Code: _____

Course Name: _____

Reason for Withdrawing: _____

(To be filled in by teacher)

Never attended Withdrawal on or before final withdraw date Withdrawal after final withdraw date
(see note below)

Student Signature

Date

Parent Signature
(If student is 17 years of age or under)

Date

Dual Credit Teacher Signature

Date

NOTE: Students who do not officially withdraw in writing from the dual credit course, or who withdraw from the dual credit after the withdraw deadline, will receive an "F" (unsuccessful completion of a course) designation on their Loyalist College Transcript.