

# 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](mailto: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.