

## Course Drop Form

Please send the completed form to Secondary Partnerships at [Imm2@pct.edu](mailto:Imm2@pct.edu).

### Penn College Dual Enrollment Drop and Withdrawal Policies and Procedures

A “W” in a Penn College Dual Enrollment course is a “W” on an official college transcript, **and that *can* affect a student’s postsecondary GPA and potentially the ability to qualify for financial aid once enrolled in college.**

Below are drop/withdraw deadlines for 2024-2025:

Deadline	Year Long	Fall Only	Spring Only
<b>Drop without a W</b>	November 1, 2024	October 4, 2024	March 7, 2025
<b>Drop with a W</b>	March 21, 2025	November 22, 2024	April 25, 2025
<b>No dropping allowed</b>	After March 21, 2025	After November 22, 2024	After April 25, 2025

- **Drop without a W:** A student may drop a class without a "W" grade. The course will not be recorded on the transcript.
- **Drop with a W:** A student may drop a class with a "W" grade. The “W” is recorded on the official transcript.
- **No Dropping Allowed:** Students may no longer drop or withdraw, and the final course grade will be recorded on the transcript.
- If a student has extenuating circumstances or moves away from the district/CTC while taking a Penn College Dual Enrollment class, regardless of deadlines, he/she will be dropped from the course without penalty.
  - It will not appear on the official Penn College transcript.
  - Drop/Withdraw form is required to verify change, even if student/guardian is not available to sign.

### DISCIPLINARY WITHDRAWAL

- Instances of certain student behavior warrant immediate termination from the Penn College Dual Enrollment program, and **Pennsylvania College of Technology reserves the right to remove students from the program in the following situations:**
  - Excessive absences, even due to medically excused issues
  - Failure to demonstrate safe practices
  - Academic dishonesty, disciplinary issues, and/or other inappropriate student conduct
  - Improper use of Penn College technology and/or other resources

<b>Student Name</b>	
<b>Penn College Student ID Number</b>	
<b>High School / Career &amp; Technology Center</b>	

<b>Penn College Course Number</b>	<b>Secondary Teacher Signature</b>	<b>Faculty Liaison Signature</b>

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Student Signature

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Date

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Secondary Point of Contact Signature

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Date

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*For Secondary Partnerships Office Use Only*

<u>Course/Section</u>	<u>Course/Section</u>	<u>Course/Section</u>	<u>Course/Section</u>	<u>Course/Section</u>	<u>Course/Section</u>