

## 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.** For those seeking entry into selective admissions programs (often in health science majors), a “W” (or an “F”) may impact your eligibility and ranking for selection.

Below are drop/withdraw deadlines for 2025-2026:

Deadline	Year Long	Fall Only	Spring Only
<b>Drop without a W</b>	November 7, 2025	October 3, 2025	March 6, 2026
<b>Drop with a W</b>	March 27, 2026	November 21, 2025	April 24, 2026
<b>No dropping allowed</b>	After March 27, 2026	After November 21, 2025	After April 24, 2026

- **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
  - Academic dishonesty, disciplinary issues, and/or other inappropriate student conduct
  - Failure to demonstrate safe practices
  - Improper use of Penn College technology and/or other resources

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

<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>Penn College Faculty Liaison Signature</b>

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Secondary Point of Contact Signature

\_\_\_\_\_  
 Date

*For Secondary Partnerships Office Use Only*

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