

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 2023-2024:

Deadline	Year Long	Fall Only	Spring Only
Drop without a W	November 3, 2023	October 6, 2023	March 1, 2024
Drop with a W	March 22, 2024	November 22, 2023	April 26, 2024
No dropping allowed	After March 22, 2024	After November 22, 2023	After April 26, 2024

- **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 an 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

Course Drop Form

Please send completed form to Secondary Partnerships at Imm2@pct.edu.

Student Name	
Penn College Student ID Number	
High School / Career & Technology Center	

Penn College Course Number	Secondary Teacher Signature	Faculty Liaison Signature

 Student Signature

 Date

 Secondary Point of Contact Signature

 Date

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>