High School CTE Drop Form

If a student has attended a Western Colorado Community College CTE course and would like to drop the course, the following is needed:

- Parent and student signature if the student is enrolled in Technical Scholars (college credit).
- Instructor section filled out by the Instructor.
- Exit Survey filled out by the student, available in WCCC Student Services.
- High school counselor contacted to have the course removed from his/her schedule.
- This form returned to WCCC Student Services.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>Program</td>
<td>Mod</td>
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<tr>
<td>High School</td>
<td>Exit Date</td>
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Student & Parent Technical Scholars

Please sign that you understand the following:

*Students enrolled in the Technical Scholars program must withdraw from courses **before October 1 for fall semester courses and March 1 for spring semester courses.** Students dropping after this date may be required to reimburse School District #51 $50 per credit hour in tuition for the courses. If unsure of enrollment in Technical Scholars, contact WCCC Student Services.*

Students enrolled in Technical Scholars must complete the **High School Scholars Program Add/Drop Form** to withdraw.

Student Signature

Parent Signature

Instructor

At time of drop this student is ☐ Passing ☐ Failing?

Is this student eligible for partial credit? ☐ Yes ☐ No

If yes

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Earned</th>
<th>Grade</th>
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List any outstanding items (i.e. Books, tools, fees)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Instructor

Complete Exit Survey

*Exit Survey available in Student Services at Western Colorado Community College.*

Contact home high school counselor

*Only High School Counselors can remove a course from a student’s schedule. **Students must attend the course until counselor has removed it from his/her schedule.** Students not attending classes will be marked absent as long as it remains on his/her schedule.*

Counselor

Processing Note:

**Forms completed & returned to Counselors:** Scan & email to mshammo@coloradomesa.edu or fax to 255-2650.

**Forms completed & returned to WCCC Student Services:** Scan and email or faxed to high school counselor.