

High School Career and Technical Education (CTE) Course Drop Form

If a student has attended a CTE course at Colorado Mesa University, Montrose and would like to drop the course, the following is needed:

- Parent and student signature if the student is enrolled in the course for college credit.
- Instructor section filled out by the Instructor.
- Exit Survey filled out by the student, available at www.coloradomesa.edu/montrose.
- High school counselor contacted to have the course removed from his/her schedule.
- This form returned to Colorado Mesa University, Montrose.

Student's Name _____ Student ID _____

Program _____ Mod _____

High School _____ Exit Date _____

Student & Parent Technical Scholars	<p>Please sign that you understand the following: <i>Students enrolled in a college-credit course 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 the Montrose School District \$50 per credit hour in tuition for the course.</i></p> <p>Students must complete the High School Scholars Program Add/Drop Form to withdraw. Student Signature _____ Parent Signature _____</p>
Instructor	<p>At time of drop this student is <input type="checkbox"/> Passing <input type="checkbox"/> Failing? Is this student eligible for partial credit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes Course _____ Credit Earned _____ Grade _____ Course _____ Credit Earned _____ Grade _____ Course _____ Credit Earned _____ Grade _____</p> <p>List any outstanding items (i.e. Books, tools, fees) _____ _____</p> <p>Instructor _____</p>
Student	<p>Complete Exit Survey <i>Exit Survey available on the high school programs page of www.coloradomesa.edu/montrose</i></p> <p>Contact home high school counselor <i>Only High School Counselors can remove a course from a student's schedule. Students must attend the course until their counselor has removed it from their schedule. Students not attending classes will be marked absent as long as the course remains on their schedule.</i></p> <p>Counselor _____</p>
<p>Processing Note: Forms completed & returned to Counselors Scan & email to djustin@coloradomesa.edu or fax to 249-2579. Forms completed & returned to CMU Montrose: Scan and email or faxed to high school counselor.</p>	