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.
- High school counselor contacted to have the course removed from his/her schedule.
- This form returned to Colorado Mesa University, Montrose.

<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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Please sign that you understand the following:

*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.

Students 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 _____________________________________________

Contact home high school counselor

*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.

Counselor _____________________________________________

Processing Note:

Forms completed & returned to Counselors: Scan & email to tmillerbrown@coloradomesa.edu.

Forms completed & returned to CMU Montrose: Scan & email to high school counselor.