



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.

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 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.</i></p> <p>Students enrolled in Technical Scholars must complete the High School Scholars Program Add/Drop Form to withdraw.</p> <p>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>_____</p> <p>_____</p> <p>Instructor _____</p>
Student	<p>Complete Exit Survey <i>Exit Survey available in Student Services at Western Colorado Community College.</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 counselor has removed it from his/her schedule. Students not attending classes will be marked absents long as it remains on his/her schedule.</i></p> <p>Counselor _____</p>
<p>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.</p>	