

College Career Pathways Course Withdrawal Request

Course instructor is to complete this form and return to MCC.

INFORMATION

Student Name	
High School	
Course Name	
Instructor's Name	
Instructor Signature	Date

REQUIRED

These conditions apply to course withdrawal:

- Students enrolled in College Career Pathways courses through Manchester Community College have the option of withdrawing from a CCP course if they believe they will not be successful in the course.
- To withdraw, students must complete a withdrawal form, available in the guidance office. If a student withdraws by April 21, 2017 (form is due at MCC by April 25, 2017) the course will not appear on the college transcript.
- Students may withdraw until the last day of classes. If a student withdraws in the period between April 21, 2017 and the last day of classes, the course is recorded on the college transcript with an assigned grade of "W".
- Students may withdraw from the College Career Pathways program and remain in the class for high school credit depending on school district policy.
- All students who do not withdraw by the last day of class will receive the grade assigned to them by the teacher and that grade will appear on the college transcript.
- Students who receive a grade for MAT* 138 but do not score well enough on the assessment test to receive college credit will have these courses deleted from their transcript.
- Transcripts are permanent records and cannot be altered. Students are advised that a grade of "W" on a college transcript can negatively impact eligibility for financial aid.

I understand all of the above:

Student's Signature	Date
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TO BE COMPLETED BY THE COLLEGE CAREER PATHWAYS OFFICE:

Date received

FOR OFFICE USE ONLY