

# 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 19, 2019 (form is due at MCC by April 24, 2019) 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 19, 2019 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.

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