

# DUAL CREDIT COURSE DROP FORM

STUDENT NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

SECONDARY SCHOOL: \_\_\_\_\_

### INSTRUCTIONS

1. Complete this form with correct course number, section number and course name. Please advise your Fleming faculty and dual credit teacher of the changes you are making.
2. Send the completed form to the Registrar's Office at 599 Brealey Drive, Peterborough, ON K9J 7B1 or Fax the completed form to the Registrar's Office at (705) 749-5507:
3. Students can **drop** their Dual Credit course with **no academic record** until the 10<sup>th</sup> day of class.
4. To withdraw from a particular course, it is a student's responsibility to complete this "COURSE WITHDRAWAL" form and return it to the Registrar's Office **prior to the start of the final third of that course.**
5. Students who officially withdraw from a course **prior to the start of the final third** of that course will receive a "W" (withdrew) designation.

Students who officially withdraw from a course **during the final third** of the course will receive a WF (withdrew failing) designation. In situations when extenuating circumstances such as illness caused the withdrawal and the student was passing at the time of the withdrawal, a WP (withdrew passing) designation

### COURSE DELETION (DROP OR 'W')

COURSE NUMBER	SECTION NUMBER	COURSE NAME

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE  
(IF STUDENT IS 17 YEARS OF AGE AND UNDER)

\_\_\_\_\_  
DATE