

DROP/WITHDRAWAL OF CONTRACT DUAL ENROLLED STUDENT

To drop a student, you may choose to send an email to mmyers@nvcc.edu. However, this form must be used to withdraw a student under the following circumstances:

- During the first and second week of a SEMESTER (October - fall semester or February - spring semester) students will be dropped from the roster and the high school will not be charged for this student. There will be no record that the student ever enrolled in this course.
- Students withdrawn before 60% of the course is complete will receive a W on their transcript. The high school will be charged for this student and the student will have a college transcript with a W on their record. The W does not affect a student's GPA.
- After 60% of the course is complete, withdrawn students will be assigned a grade of F. *If there is a mitigating circumstance, assign a W grade to indicate that the student was in good academic standing at the time of withdrawal and attach evidence provided by the student. Evidence might include doctor's letters, release forms from hospital, letter from supervisor, military orders, etc.*

Mitigating circumstances include: 1. Personal illness 2. Illness or death in the family 3. Geographic transfer or change in the hours or conditions of employment 4. Financial emergency of the student 5. Active duty military service 6. Other circumstances beyond the student's control. This does NOT include wanting to avoid a low grade.

- At any time, assign a grade of F if the student is being withdrawn for poor attendance or for disciplinary reasons.

Complete one form for each student you wish to drop or withdraw. Please type all info except signatures. Fax signed form to Director of Dual Enrollment at 703-323-3100 or scan and email it to mmyers@nvcc.edu

NOVA ID: _____ Student Name : _____

Please Print Name

High School: _____ Semester: FALL SPRING Year: _____

College course prefix, number, and name: _____

Class # _____ (may be found on verification form.)

Date of removal from class: _____ Grade: _____
(Drop, W or F)

Reason for removal:

If mitigating circumstance, please explain. *(Be very specific and attach any documentation):*

Instructor's name: _____ Signature: _____ Date: _____
Please print

Student's signature *(optional)*: _____ Date: _____

Director of Dual Enrollment signature: _____ Date: _____

Division Dean's signature: _____ Date: _____
(Required only if withdrawn after 60% of the course is completed.)

Please give a copy of this to your high school dual enrollment coordinator.

The dual enrollment office will file this form with the student permission form. Grade Entered: _____ Document filed: _____