

# 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. Please scan this form and send as an attachment to the following email addresses:  
Rita DiIlio, Records Specialist: [rita.diilio@flamingcollege.ca](mailto:rita.diilio@flamingcollege.ca)  
Students can drop their Dual Credit course with no academic record until the 10th day of class.
3. To withdraw from a particular course, it is a student's responsibility to complete this "COURSE DROP" form and return it to the Registrar's Office **prior to the start of the final third of that course.**
4. 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 will be recorded.

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

COURSE NUMBER	SECTION NUMBER	COURSE NAME

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

\_\_\_\_\_  
DATE