PSEOP COURSE WITHDRAWAL INSTRUCTIONS

Rochester Community and Technical College regrets that you may find it necessary to withdraw from one or all of your courses and wishes to offer the following services to assist you in making this decision as well as providing other assistance you may need:

- **RCTC Counseling Center**
- **RCTC Advising**
- **RCTC Instructional staff**

PROCEDURES

1. **If you have definitely decided to withdraw, you must first secure signatures of:**
   Your high school counselor or a high school administrator at your high school or ask them to send an email verifying that they are aware of your intentions to withdraw and Dale Amy, PSEO Program Coordinator/Advisor

* _____ _____
High School Counselor/Administrator signature Date

* _____ _____
Dale Amy or Brooke Kosok PSEO Advisor signature Date

2. **Complete the *RCTC Course Withdrawal Form*.**
3. **Read this form in its entirety; sign and date it at the bottom.**
4. **Submit all forms to PSEOP Staff *before the deadline* for processing.**

You will receive a copy of the *RCTC Course Withdrawal Form*; this is your documentation of the transaction.
RETAIN IT FOR YOUR RECORDS!

ACADEMIC STANDING

Withdrawals may impact your academic standing at Rochester Community and Technical College. College standards require that, in addition to maintaining minimum GPA standards, students not exceed a total of eight courses of W's and/or NC's. Students accumulating more that 8 courses of W's and of NC's are considered to be making **unsatisfactory** academic progress and are subject to suspension from the college.

My signature below indicates I have read and understand this information.

_____ _____ _____
Signature/Date Stinger Id Number Staff Action