

Name: _____

Stinger ID #: _____

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 Services ~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 Brooke Kosok, PSEO 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.**

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 must successfully complete at least 67% of their attempted credits. Credits for courses with grades of “W” are counted as attempted but not successfully completed in terms of calculating completion percentages. Students successfully completing less than 67% of their attempted credits are considered to be making **unsatisfactory academic progress** and are subject to probation and/or suspension from the college.

DEPT	NUMBER	SECTION	COURSE ID	CREDITS
Ex: ENGL	1117	01	000001	4

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

Signature _____

Date _____