

The College recognizes there are many reasons influencing your decision to withdraw from a course this term. Be aware that a withdrawal may affect: (a) your high school grades and/or schedule; (b) your high school graduation status; (c) your eligibility to continue participation in the dual enrollment program; (d) your PSC standards of academic progress; (e) any financial aid awards or other benefits you may expect to receive; and (f) your subsequent admission to another postsecondary college or university.

Since dual enrollment courses have an effect on both your high school records and your college transcripts, you must carefully decide if withdrawing from a course is the best course of action. All courses attempted at PSC will be included on your permanent college transcripts, including those that you withdraw from and all grades, including "W" for withdrawal, will be transmitted back to your high school for inclusion on your high school transcripts.

Any letter grade below a "C" will not count as credit toward satisfaction of mathematics and English requirements per Rule 6A-10.030, F.A.C. However, all grades are calculated in a student's GPA and will appear on his/her college transcript.

PLEASE NOTE: Once you complete the Withdrawal Form for Dual Enrollment Students and return it to PSC for processing, your college transcript will reflect a grade of "W1." You must discuss how this withdrawal affects your high school grade point average with your high school counselor. If you choose to retake this class at PSC while still in high school, you must pay for both the tuition and the books for this class. Please remember to return your books for this class to the PSC bookstore by the end of the semester.

Steps to Withdraw:

1. Student requests a **Withdrawal Form for Dual Enrollment Students** from a PSC advisor.
2. Student completes form.
3. Student takes form to his/her high school counselor to discuss the withdrawal and how it will affect his/her high school schedule, grade point average and eligibility to continue in the dual enrollment program.
4. Student has high school counselor sign the withdrawal form
5. Student returns completed form to PSC advisor prior to the published withdrawal deadline in the PSC college calendar.
6. PSC advisor signs withdrawal form and sends it to the Registrar's office for processing.
7. Registrar office staff processes withdrawal form and grade of "W1" is posted to student's college transcript.