

SLCC Concurrent Enrollment - Administrative Late Drop or Withdrawal Overview and Form

Overview:

As outlined in the USHE/USBE Utah CE Handbook:

“Withdrawal dates for a CE course are set by the college or university. A student must abide by these deadlines – no exceptions are allowed.”

Semester dates and deadlines are posted on the SLCC Concurrent Enrollment Calendar here:

slcc.edu/concurrentenrollment/Calendar.html and students will not be able to complete a drop or withdrawal after the posted deadlines.

If a CE student is impacted by an unusual situation beyond their control, High School Concurrent Enrollment Coordinators can use this form to document a course drop or withdrawal that occurs after the published deadlines. This type of course drop or withdrawal is considered an Administrative Late Drop or Withdrawal.

An Administrative Late Drop or Withdrawal can only be provided for a reason outside of a student’s control such as:

- Medical or mental health issues that prevent the student from being able to continue the course.
- Death or severe illness of an immediately family member.
- Involuntary relocation.
- Technical or communications issues that prevented the student from completing the drop/withdrawal process by the deadline.

Form:

Administrative Late Drop or Withdrawal forms must be received by the SLCC CE Department no later than the last day of the semester in which the course occurs.

Student Name _____ Student S# (SLCC Student Number): _____

Course _____ CRN _____ Student should be (check one) ___Dropped ___Withdrawn

Reason for administrative action _____

Coordinator Signature _____ Date _____

I verify that I will be dropped or withdrawn from this course. I understand that I will not receive college credit for the course and will not receive a refund for any tuition or fees paid for this course.

Student Signature _____ Date _____

Reason student is unable to sign (if applicable) _____