

West Kentucky College Academy

GO2 COLLEGE IN HIGH SCHOOL

WITHDRAWAL FORM

This form is for high school students who are enrolled in West Kentucky College Academy only.

- Online and on-campus courses have specific withdraw deadlines listed on the course syllabus.
- College courses taught at a secondary location have a withdraw date of Friday BEFORE college semester exams.
- If this form is not received by the West Kentucky College Academy office on or before the deadline date, the student will earn the letter grade and not a W.

E-mail or fax completed form: **West Kentucky Community and Technical College,**

West Kentucky College Academy Director

4810 Alben Barkley Drive, Paducah, KY 42001

Email: lorrybeth.wilson@kctcs.edu Fax: 270-554-6295

KCTCS ID:	Last Name:	First Name:	Middle Initial:	
Mailing Address:		City:	State:	Zip:
High School:				
Student Email Address:		High School Counselor Signature:	Date:	

Please provide reason for withdraw (Check as many as apply)							
<input type="checkbox"/>	Employment	<input type="checkbox"/>	Failing	<input type="checkbox"/>	Courses too difficult	<input type="checkbox"/>	Course not as expected
<input type="checkbox"/>	Transferred	<input type="checkbox"/>	Excessive absences	<input type="checkbox"/>	Illness	<input type="checkbox"/>	Personal
<input type="checkbox"/>	Changed my mind	<input type="checkbox"/>	Instructor conflict	<input type="checkbox"/>	Never attended	<input type="checkbox"/>	Financial
<input type="checkbox"/>	Other (Please explain)						

PeopleSoft Number	Course Prefix	Course Number	Course Name	Instructor Name	Course Location

If students chooses to withdraw from any course, after the first week of class, a W grade will be recorded on college transcript and will be responsible for the tuition balance.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Counselor Signature _____ Date _____

Faculty Signature _____ Date _____