

West Kentucky Community and Technical College
West Kentucky College Academy
GO2COLLEGE IN HIGH SCHOOL

Withdraw Form

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

- Midterm date is the last day to withdraw, at the student's discretion.
- Friday before college finals begin is last day for student to request a withdraw from a course. After midterm date, withdraw must be approved by faculty (additional information is listed in course syllabus)
- 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:			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

Student Signature _____ Date _____

Parent Signature _____ Date _____

Counselor Signature _____ Date _____

Faculty Signature _____ Date _____

(Needed after midterm – specific guidelines apply for each faculty member, please read course syllabus)

Revised Spring 2018

