



College Credit Connection Drop / Withdraw Form

DATE: _____ **I.D. #** _____ **NAME:** _____

ALL STUDENTS: The Instructor or Coordinator's signature is required for any course.

I Want to Drop:

| Credits | Course # | Course Title | Course Location/Format | Coordinator Signature | Date Last Attended | # of Classes Attended |
|---------|----------|--------------|------------------------|-----------------------|--------------------|-----------------------|
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Students Purpose for Dropping Course(s):

Coordinator / Instructor Comments:

Student Signature

Coordinator/Instructor Signature

Department Action: Approved Not Approved

Department Signature

----- OFFICE USE ONLY -----

CCC:
DATE REC'D: _____ REFUND AMOUNT: _____ DATE ENTERED IN COMPUTER: _____

REGISTRAR:
DATE RETURNED TO RO: _____ DATE ENTERED IN COMPUTER: _____ VERIFIED BY: _____

How can I Drop or Withdraw from a Course?

Students wishing to drop their course must do so in writing. Students must complete page one of this Drop Form and contact the CCC office in writing of their intent to drop a course and include the following information in their drop request: course number, location of the course, the course dates and full name and contact information. Unless written notification is received the student will remain officially registered in the course listed on their enrollment agreement and will be financially and academically responsible. All drops will be processed using the date when the student's written notification is received by the CCC office.

Students who email their drop request are advised to make a copy of the email with date and time stamp as well as receiver confirmation (if possible). Students should also confirm with the CCC office the following business day that the email request to drop was received. If the written request to drop is made via mail, the student must ensure the request is mailed in enough time to reach the CCC office before the beginning course date. Neither CCC nor Vanguard University is responsible for drop requests sent via email that are not routed correctly and result in non-receipt of the request by the CCC office. For Face-to-Face courses, students should also contact their course coordinator to notify them of their intent to drop a given course.

If a face-to-face class is currently in session, students must have the course coordinator sign the form and send it to the CCC Office. Prior to the start of class, students who have pre-registered, may send the form to College Credit Connection, 2331 Honolulu Avenue, Ste. H, Montrose, CA 91020, or email the form to Courses@CollegeCreditConnection.com. The form may also be faxed to: 818- 279-0567. Upon receipt, CCC will review and process any applicable refunds.

The above procedure applies to the CCC, *Annenberg Learner*, *PDE*, or Face-to-Face courses along with the corresponding college credit aspect. The above procedure applies to the college credit portion for *ASCD*, but not the course itself. If you have signed up for a course *ASCD*, please follow their Drop/Withdraw policies for the course.

What is the Refund Policy?

Please refer to Frequently Asked Questions (FAQ) #14 on the CCC website.

What is the Difference Between a Drop and a Withdrawal?

If you drop or withdraw from a professional development course, it will be "dropped" and not recorded, and no grade will be displayed. For our professional development courses, there is no difference between a "drop" and a "withdrawal."

Signed:

Dated:

By signing this document, you agree that you have read and understood this policy.