

Students discontinuing the program at any point during a given school year **must** officially withdraw. The Academic Challenge Program home school counselor will make available copies of the Academic Challenge Withdrawal Form. A copy of the Academic Challenge Withdrawal Form is on the Academic Challenge website, www.academicchallengetheflyingcow.com under the Forms tab.

The following steps must be followed to grant a student an official withdrawal from either a single Academic Challenge course or the entire program¹:

1. All students **must consult with the home school counselor and Academic Challenge Coordinator** to discuss the reason for withdrawing from a course or the program. A withdrawal form must be completed and can be obtained from the school counselor or the Academic Challenge website (academicchallengetheflyingcow.com).
2. The completed form may be faxed to **302-259-6777**, e-mailed to **academic-challenge@dtcc.edu**, or mailed to:
**Delaware Technical Community College
Academic Challenge Program
Carter Partnership Center
21179 College Drive
Georgetown, DE 19974**
3. The instructor or parent may request a telephone conference with the Coordinator to discuss alternatives to withdrawal.
4. The student must return all books and calculator, if one was rented, to the Academic Challenge office. If the books and/or calculator are not returned, parents will be billed for the replacement value.

GRADING UPON WITHDRAWAL LEVEL 1-3

If a student withdraws before the end of the first quarter, he/she will receive a "W" (*no grade*). If the student withdraws at a later point in the semester, he/she will receive a grade for the completed marking period.

WITHDRAWING FROM LEVEL 4 OR 5 DTCC OR UD COURSES

The Student and his/her parents understand that the Academic Challenge Program will not assume the financial responsibility for a student dropping a Delaware Technical Community College or University of Delaware course beyond the second week of the course. Hence, any student who drops a course after the second week is subject to all DTCC or UD tuition and the parent/guardian will be responsible for reimbursing the Academic Challenge Program the full tuition. **In addition, the Academic Challenge Program will only assume financial responsibility if the student completes the course with a passing grade.**

¹ For required withdrawals due to grades, the Academic Challenge Program will initiate the withdrawal procedure.

