

**ACADEMIC CHALLENGE PROGRAM
LEVELS 4 & 5
ADD/DROP POLICY**

The following procedures must be followed to grant a student an official withdrawal from either a single Delaware Tech course or the entire Academic Challenge Program.

1. The student will meet with the instructor to discuss reasons for dropping the course. If the student is adding a course(s), he/she will inform the Program Coordinator and their home school counselor. Students who wish to withdraw must complete steps 2 and 3.
2. The student will then meet with the Program Coordinator to discuss possible interventions and to investigate alternatives to leaving the program.
3. If the student still wishes to withdraw from the program/course(s), he/she will need to contact the home school counselor and make course arrangements and submit a Withdrawal Form to the Academic Challenge Program.

*****All books must be returned to the Challenge Coordinator at the time of withdrawal.***

For required withdrawals due to an F, D, or two consecutive C semester grades, the Academic Challenge Coordinator will notify, in writing, the parent and the school counselor. The withdrawal procedure will be initiated by the Academic Challenge Program.

The Student and his/her parents understand that the Academic Challenge Program will not assume the financial responsibility of a drop from DTCC classes beyond the second week of the course. Hence, any student who drops a course after the second week is subject to all DTCC and University regulations, and the parent/guardian will be responsible for reimbursing the Academic Challenge Program the full tuition. The Academic Challenge Program will only assume financial responsibility if the student completes the course with a passing grade.