

EARLY COLLEGE EAST HIGH SCHOOL

104 Middle School Lane
 Havelock, NC 28532
 252.444.5194 | P
 252.444.2027 | F



Allan Quinn, Principal
 Debbie Sabin, School Counselor
 Lucy Jackson, Administrative Assistant
 Crystal Sanders, College and Career
 Readiness Coordinator

www.cravenk12.org/ECE

Withdrawal Process

Colleges allow students to withdraw from courses until just beyond the midpoint of the semester. If students are in a class that is too difficult, this allows them to receive a “W” on the college transcript rather than a failing grade. While this is sometimes necessary in a college environment, we would like to help students develop a support system that will allow them to be successful in any course. Therefore, rather than waiting until the drop date, we require students to start this process five weeks earlier. This time period will allow students the opportunity to meet with the instructor and receive additional help in the course, so that dropping the class may not be necessary. If after meeting all of these earlier deadlines the student still believes they cannot be successful in the course we will support withdrawing from the class.

- Week 5 - Contact Mrs. Sabin with academic concerns (need signature). Contact instructor (need signature) to make appointment to discuss grade and assignments. Request referral to Academic Success Center (ASC) and meet with an advisor at ASC (need signature).
- Week 6 - Attend weekly tutoring at academic skills center or with ECE instructors
- Week 7 - Attend weekly tutoring at academic skills center or with ECE instructors
- Week 8 - Attend weekly tutoring at academic skills center or with ECE instructors
- Week 9 - Attend weekly tutoring at academic skills center or with ECE instructors
- Week 10 – Meet with instructor to discuss need to withdraw from class
- Week 11 – Complete paperwork with Mrs. Sabin if withdrawing from class is necessary. Student must return this card with weekly signatures from instructor, tutor, or academic skills center.

Students electing to withdraw from college courses and not following the withdrawal process will be required to pay for the college textbooks/codes/materials associated with the courses from which they were withdrawn. Students who earn a “Never Attended,” meaning that they did not attend a CCC class (or, for online classes, did not remain active in the course) will be required to pay for the college textbooks/codes/materials for that course. Students who stop attending class or who accumulate enough absences to earn an “Automatic Withdrawal” from CCC will be required to pay for the books/codes/materials associated with that course. Finally, students earning two or more Fs in a semester will have to pay for their books/codes/materials associated with the courses that they failed.

Students who are automatically withdrawn from a CCC class after the official CCC withdrawal deadline for the semester will receive an F (withdrawn, failing) on their high school report card/transcript. Also, students who earn an F in a college class will see that grade on both their high school and college transcripts. Students do have the option to retake a college course in order to replace the failing grade on their high school transcript.

I understand the policies/regulations above, and if my child/ward violates any of the policies or regulations listed, I (parent/guardian) will be required to pay the cost of textbooks/ codes/materials* for the courses associated with the failure/withdrawal/violation of policy/process. *Books/codes may range from \$50.00-200.00 each.

Student’s Printed Name & Signature _____ Date _____
 Parent’s Printed Name & Signature _____ Date _____

Week 5	Week 6	Week 7	Week 8	Week 9	Week 10