Mountain Empire Community College

Admissions Office
3441 Mountain Empire Road Big Stone Gap, VA 24219
(276) 523-7474 Fax: (276) 523-8297

High School Official's Permission to Drop

(Required of all high school students enrolling for classes on the MECC Campus or MECC Online classes)

Student Name _____ **SSN/Student ID** _____

High School _____ **Expected Graduation Year** _____

Term (check one): ○ Summer ○ Fall ○ Spring **Academic Year:** _____

Class Number	Subject	Catalog#	Section	Course Title	Never Attended	Attended

Reason for Drop: _____

Last Date of Attendance: _____

All fields must be filled in before request can be processed.

- Students dropped within the first 15% of class days will be deleted and removed from Class/Grade Roster(s). High school will not be invoiced for tuition and fees for this class.
- After 15% up to 60% will be assigned a Grade of 'W'. Student will remain on Class/Grade Roster. High School will be Invoiced for tuition and fees for this class(s).
- 60% -100% students will be assigned a grade of 'F'. Student will remain on Class/Grade Roster. High School will be Invoiced for tuition and fees for this class(s).

This is too certify that the student listed above has permission to drop the course(s) listed above.

Signature of High School Official _____ **Title** _____ **Date** _____

For Office Use Only: Processed by:: _____ Date: _____