

University Course Drop Procedures

To Drop Prior to the First Class Meeting

To drop a course without penalty, follow the two procedures listed below:

Log on to www.fcps.edu/plt/myplt/index.html

Click on the **My Courses** tab

Click on the **Withdraw** button next to the desired class

Click on the **Withdraw** button to confirm

Click **OK**

You will receive an e-mail confirmation of the withdrawal

2. A written request to drop college credit courses **must** also be submitted to the university. It must include:

The course title

University **and** FCPS course section numbers (both obtainable from your instructor)

Course location

Your social security number

The letter must be sent to the university (see the following addresses) with a copy to the Department of Professional Learning & Training.

It is the employee's responsibility to reimburse FCPS for any tuition charges incurred because of late drop requests to a university. Late drops for FCPS Academy college credit courses will forfeit your tuition assistance eligibility for the fiscal year in which the course ends.

To Drop After the Course Has Started

Requests to drop a university course after it has started but before the specified deadline **must be made in writing**. You must drop a George Mason University (GMU) prior to the class meeting specified below or it will count as your full tuition assistance eligibility for the fiscal year in which the course ends, or you will forfeit your refund if you paid for the course. All other university or college courses generally cannot be dropped without a tuition penalty after the first class meeting. The deadline varies by university.

University	Deadline
GMU	Prior to 20% of elapsed class time: 1 credit course--prior to second class meeting 2 credit course--prior to third class meeting 3 credit course--prior to fourth class meeting
UVA	Prior to second class meeting
VCU	Prior to second class meeting

University Contact Information

George Mason University
Office of Adult Learning and Professional Development
4400 University Drive/MSN 5D6
Fairfax, VA 22030
Fax: 703-993-3678

University of Virginia or Virginia Tech
Northern Virginia Center
7054 Haycock Road
Falls Church, VA 22043
Fax: 703-536-1172

Virginia Commonwealth University
Office of Community Programs
920 West Franklin Street
Richmond, VA 23284
Fax: 804-828-2756