

ACP Calculating Calendar Worksheet

Oregon Tech uses the term schedule for classes running 10 weeks long. This ensures a Drop date by the Friday of the 2nd week (20% of the course) and a Withdraw date by the Friday of the 7th week (70% of the course). Oregon Tech understands that ACP courses run on a different time line. Below is a formula to calculate your individual drop and withdraw dates according to your school calendar. Please return a copy of this form with your registration packet unless you are using the Oregon Tech Academic Calendar. Students must complete the Drop/Withdraw Form by the deadline, please fax the completed form to 541-885-1320.

Date you plan to start teaching the ACP course _____

Date you plan to stop teaching the ACP course _____

Add the total number of weeks _____

Total number of weeks X (.20) _____ **Count the number of weeks from your start date. The Friday of the week this falls on is your Drop date.**

Total number of weeks X (.70) _____ **Count the number of weeks from your start date. The Friday of the week this falls on is your Withdraw date.**

DROP DATE _____

WITHDRAW DATE _____

GRADE DUE DATE _____

Example:

Date you plan to start teaching the ACP course September 8, 2014

Date you plan to stop teaching the ACP course January 22, 2015

Add the total number of weeks 21 Weeks

Total number of weeks X (.20) 4.2 *Count the number of weeks from your start date. The Friday of the week this falls on is your Drop date.*

Total number of weeks X (.70) 14.7 *Count the number of weeks from your start date. The Friday of the week this falls on is your Withdraw date.*

DROP DATE September 26, 2014

WITHDRAW DATE December 5, 2014

GRADE DUE DATE January 26, 2015

Drop: A Drop will not show on the student's Oregon Tech transcript or affect their Oregon Tech GPA. There are no refunds.

Withdraw: A Withdraw will result in a "W" on the student's Oregon Tech transcript. This does not affect their Oregon Tech GPA. There are no refunds.