



Dual Enrollment - Drop/Withdrawal Form for Courses at the High School ~ Academic Year 2023/24

This form only applies to Dual Enrollment students taking classes at their high school

Student Name:

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Date of Birth:

High School:

Student ID #:

Drop Information:

- No grades will be reported for courses dropped during the drop period.
- The last day to drop a course:

Fall 2023	Spring 2024	Yearlong
10/8/23	2/25/24	11/3/23

Withdrawal Information:

- Withdraw begins the day immediately following the last day to drop a course.
- A grade of "W" will then be assigned to the student.
- Withdraw Begins:

Fall 2023	Spring 2024	Yearlong
10/9/23	2/26/24	11/4/23

- The last day to withdraw from a course:

Fall 2023	Spring 2024	Yearlong
12/24/23	5/8/24	4/1/24

- After this date and until the end of the semester, a student may request an Excused Withdraw if there was a medical or family emergency. This request must include supporting documentation. If approved, an official grade of "WEX" will be assigned to the course.

Refund Policy Information:

- Prior to the first day of the semester- 100% refund of tuition and fees.
- To the day prior to the end of 10% of the semester- 100% refund of tuition, no refund of fees.
- To the day prior to the end of 20% of the semester- 50% refund of tuition, no refund of fees.
- After this period, no refund.

Term	Course	Course Title	Action Code (D or W)
2023/FA	SPA*101	Elementary Spanish I	W—EXAMPLE ONLY

Student Signature: _____

Date: _____

The above named student has requested a drop/withdrawal from the above course(s). I have reviewed the drop/withdrawal and refund information with the student.

High School Official Signature: _____

Date: _____