**Dual Enrollment - Drop/Withdrawal Form for Courses at the High School ~ Academic Year 2021/22**

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

Student Name:

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

Date of Birth:       High School:             Student ID #:

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**Drop Information:**
- No grades will be reported for courses dropped during the drop period.
- The last day to drop a course:
  - Fall 2021: 10/10/21
  - Spring 2022: 2/25/22
  - Yearlong: 11/5/21

**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 2021: 10/11/21
  - Spring 2022: 2/26/22
  - Yearlong: 11/6/21

- The last day to withdraw from a course:
  - Fall 2021: 12/26/21
  - Spring 2022: 5/8/22
  - Yearlong: 4/3/22

- 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Course Title</th>
<th>Action Code (D or W)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021/FA</td>
<td>SPA*101</td>
<td>Elementary Spanish I</td>
<td>W—EXAMPLE ONLY</td>
</tr>
</tbody>
</table>

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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: