



dual enrollment drop - withdrawal

Student Name:

Last

First

MI

Date of Birth:

Student ID #:

DROP- WITHDRAWAL INFORMATION

- Student may drop a course during the first 21 days of the "semester". No grades will be reported for courses dropped during the drop period. Definition of the semester is determined by course term of Fall, Spring or Year.
- Withdraw begins on the 22nd day of the semester. A "W" in that course will then be assigned to the student.
- Student is responsible for Withdrawal Form submission. Student must initiate and complete the withdrawal process.
- Student may submit a Withdrawal Form no later than the last day one week after midterm without instructor signature permission. After this, the student may submit a Withdrawal Form with instructor signature permission to withdraw until the posted term end date. The instructor is under no obligation to permit withdrawal – it is at his or her discretion.
- Failure to attend class is not an official withdrawal and will result in the assignment of a failing grade.

REFUND POLICY INFORMATION

Approved Onsite Courses Taught by High School Teacher

- Courses charged the equivalent to 1 credit tuition/fee are not eligible for refunds once the course has begun.

College Course Taught by College Faculty

- Prior to the first day of class – 100% Tuition and Fees
- Up to and including 10% of the scheduled instruction time – 100% Tuition less fees
- Greater than 10% up to and including 20% of the scheduled instruction time – 50 % Tuition less Fees
- If more than 20% of the scheduled instruction time has passes, there is no refund.

Term	Dept	Course #	Section	Course Title	Action Code (D or W)	Faculty Signature (required one week after midterm)

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: _____