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EARLY COLLEGE PROGRAMS

Dual Credit Add/Drop/Withdrawal Form

Name _____ Student ID # _____ Date _____ Term _____ Year _____

Add/Drop/Withdraw	Dept.	Course #	Section	Title of Course	Credits
Example: Drop or Withdraw	CHEM	111	HS2L1	Principles of Chemistry	4

Dropping/Withdrawing

Dropping a course – Students opting to drop a course must do so by the payment deadline in order to receive a full refund. Students must complete the Dual Credit Add/Drop/Withdrawal Form (with teacher and counselor signature).

Idaho students: Dropping a course prior to the campus semester withdrawal date will result in a deletion of your class.

Washington students: Dropping a course prior to the campus semester withdrawal date will result in a deletion of your class and any funds used to pay for the course will be reimbursed in the same form of payment.

Withdrawing from a course in the high school or on-campus/online – Students must complete the Dual Credit Add/Drop/Withdrawal Form (with teacher and counselor signature). This will result in a “W” on the official college transcript (without a refund). **Students using Advanced Opportunities funds for the course will have their funding frozen until the student has to pay for and earn credit/complete the course before further reimbursement will be applied.**

Students using Advanced Opportunities funds should work with their counselor to remove those funds. Students who do not formally withdraw from class(es) may be subject to failing grades on the permanent transcript and will not be entitled to ANY refund.

Fall Drop Date: _____

Spring Drop Date: _____

 Student Signature

 Counselor Signature