



### 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 Fast Forward funds for the course will be responsible for paying for a “like” course.

**Dropping or withdrawing from ALL courses** – Complete the same process as above. Once Dual Credit staff have received the form, the student will be prompted to complete the “Total Withdrawal” process on WarriorWeb. Students should work with their counselor during this process.

Students using Fast Forward 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

High School Instructor  
Initials\_\_\_\_\_

Dual Credit Coordinator  
Initials\_\_\_\_\_