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Fall Drop Date: _____ Spring Drop Date: _____

Upload Completed Forms to: <https://lcsc.leapfile.net>

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

<https://www.lcsc.edu/early-college-programs/important-dates>

Dropping a course:

Students opting to drop a course must drop the course prior to the Drop Deadline. Dropped courses do not use AO funding & any out-of-pocket payments will be reimbursed.

Withdrawing from a course:

Withdrawing from a course occurs after the Drop Deadline & prior to the Withdrawal Deadline. A course withdrawal will result in a "W" grade on your official college transcript. Withdrawn courses must still be paid for. Advanced Opportunities funding will be used &/or no refund of the dues paid out-of-pocket will be issued.

Advanced Opportunities (AO) & Withdrawing (Idaho students only): Students who utilized Advanced Opportunities funds for the course they are withdrawing from will have their funding flagged & frozen until the student has paid out-of-pocket & successfully completed (earned credit) for a course or exam before further AO funding can be requested & approved.

Students must complete & submit the Dual Credit Add/Drop/Withdrawal Form with their signature (& counselor signature, if able) to Early College Programs to complete any schedule changes (adding, dropping, or withdrawing) from any LC State dual credit courses outside of registration.

Students using Advanced Opportunities funds should work with their counselor to determine if there is a need to remove any funding request(s). Students who do not formally withdraw from class(es) may be subject to failing grades on the permanent transcript & will not be entitled to ANY refund.

 Student Signature

 Counselor Signature