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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

<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 Withdrawn courses must still be paid for.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