



R & R USE: Operator: _____ Date: _____

DUAL ENROLLMENT CLASS WITHDRAWAL

NOTE: If you received Tuition Assistance for this course, dropping this course after the drop date will affect your future eligibility for additional Tuition Assistance. Dropping a course after the drop date will result in a withdrawal grade and no refund of tuition and fees.

Fall ___ Spring ___ Year _____

PLEASE PRINT:

Student's Name: _____ Student ID #: _____

High School Name: _____

Drop / Withdrawal (circle the desired action)	Course Ex. ENG 101	Class # Ex. 12345	Cr. Hrs. Ex. 3	Drop / Withdrawal Code (see below)	Last Day of Attendance	Signature of the instructor	Date Signed	Withdrawal Grade
D / W								W
D / W								W
D / W								W
D / W								W

My signature indicates that I understand the Drop, Withdrawal and Refund policies.

Student's Signature: _____ Today's Date: _____

High School Liaison Signature: _____ Today's Date: _____
(Required for a course to be dropped)

Please see the SMCC Dual Enrollment web site for more information on deadlines, dropping a course, withdrawing from a course, and the SMCC refund policy: <http://www.southmountaincc.edu/dual>

Information for the Student / High School:

Dropping a course by the published drop date results in the course being removed from the student's academic record and a refund of tuition and the registration fee. *The signature of the high school liaison is required.*

Withdrawal from a course occurs after the published drop date and results in the course being retained on the student's academic record with a grade of "W.". A withdrawal *requires the Last Date of Attendance, the signature of the instructor, and the date signed.* The student is not eligible for a refund and is still obligated to pay any outstanding tuition and fees.

Drop/Withdrawal codes:		
Supplied by student	Reason	Supplied by instructor
01	Student ill and/or hospitalized	(31)
02	Financial problems	(32)
05	Academic difficulties	(35)
09	Personal/Confidential reasons	(39)
14	Student is moving	(44)
	Excessive absences	(42)
	Never attended	(43)
	Student moved to another section	(46) Please specify section _____
20	No reason given	(50)
24	Misadvised about the course	
30	Not required for program	