



# DUAL ENROLLMENT WITHDRAWAL FORM

*Please use this form during the posted withdrawal dates only.*

Semester: \_\_\_\_\_

Date: \_\_\_\_\_

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CFCC ID#

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Social Security #

Name _____ <small>(Last)</small>	_____ <small>(First)</small>	_____ <small>(Middle)</small>
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**INSTRUCTIONS TO STUDENT:**

1. Please print in black or blue ink.
2. Use this withdrawal form to withdraw from up to 4 courses or from all courses.
3. Obtain all three required signatures (High School Counselor / Home School Parent, Student & CFCC/DE Advisor).
4. Return form to the DE Advisor/Contact in the Enrollment Services Center (Marion, Citrus or Levy).
5. Office of Admissions and Records will process this form.

**ATTENTION Dual Enrollment Student: withdrawing from a course may affect your high school graduation and/or your grade point average. Prior to withdrawal, you must first discuss the educational impact of this action with your high school counselor and obtain your counselor's signature.**

**SECTION A: TO WITHDRAW FROM UP TO 4 COURSES**

Course Number	Section	Course Title	Reason # (see below)	Last date of attendance

**HS Counselor Signature:** \_\_\_\_\_ **OR Home School Parent Signature:** \_\_\_\_\_

*By signing above I verify that I have discussed with the student the impact of the course withdrawal on his/her high school and college educational records.*

**Student Signature:** \_\_\_\_\_ **CFCC/DE Advisor Signature:** \_\_\_\_\_

**Reasons for Withdrawal**

Advising Issues	1. Overextended with coursework	2. Changing program of study	3. Need additional preparation
Instructional Issues	4. Course not what I expected	5. Not passing	6. Passing, chance for better grade
Personal Issues	7. External schedule conflict (job, etc)	8. Moving out of college district	9. Financial problems (personal/family)
	10. Financial problems (college related)	11. Illness (self or family)	12. Other _____
Administrative Issues*	13. Policy stated in syllabus*	14. Too many absences*	*Office use only

**Enrollment Services Center use only:**

\_\_\_ Courses listed above are not mini-mesters beyond the withdrawal deadline.  
 \_\_\_ All three required signatures have been obtained.

ES Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Office of Admissions and Records use only:** Processed: \_\_\_\_\_ Date: \_\_\_\_\_