

DUAL CREDIT FORM

Request to Drop or Withdraw from Dual Credit Classes

The student will need to speak to his/her high school counselor regarding how dropping or withdrawing will affect the student's graduation requirements.

Dropping a class

If a student drops a class, the class will be removed from the student's academic record. A student must drop a class two weeks from the start date of the course for a full-term class or by the otherwise noted deadline date for a short-term class.

Withdrawing from a class

If the "drop" deadline has passed, the student may still withdraw from a class. The student must withdraw from a class no later than two weeks prior to the last day of class for a full-term class or by the otherwise noted deadline date for a short-term class. A "W" will be recorded on the student's SFCC transcript but will not affect the student's SFCC GPA.

Textbooks

Students are required to return all textbooks purchased for the purposes of Dual Credit to their high school or be responsible for reimbursing the Santa Fe Public Schools for the cost of the book(s).

Date: _____

Student ID Number (A#)* _____

Last Name: _____ First Name: _____

Date of Birth: _____

I wish to (please circle):

CRN and Course Title (e.g. 31438, MART 122)

Drop Withdraw _____

Drop Withdraw _____

Drop Withdraw _____

Student Signature _____ Date

Parent Signature _____ Date

High School Counselor Signature _____ Date

Name of High School or Charter School