



DUAL ENROLLMENT WITHDRAWAL FORM

Please use this form during the posted withdrawal dates only.

Semester: _____

Date: _____

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Student's Jenzabar ID#

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Social Security #

Name _____ (Last)	(First)	(Middle)
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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.

ES Initials: _____

____ All three required signatures have been obtained.

Date: _____

Office of Admissions and Records use only: Processed: _____ Date: _____