



ACADEMIC ADVISING

Drop/Withdraw Request

Dual Enrollment Form

Submit to DualEnrollment@DaytonaState.edu for processing.

Semester	☐ Fall	☐ Spring	☐ Summer	Year	20_____	DSC ID #	
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Name (First Middle Last)	
High School Name	

To ensure students have every opportunity to succeed before withdrawing, they are encouraged to discuss their options with their instructor and an advisor, so they make an informed decision. Requests will not be processed after the published withdrawal deadline – refer to the Daytona State College academic calendar for pertinent dates.

School Consent

- Students must initiate the drop/withdrawal process with their high school counselor.
- Course withdrawal forms for dual enrolled students must be received by the college prior to the posted add/drop or withdrawal deadline.
- Students will need written permission from a school counselor to withdraw from Dual Enrolled classes.
- Add/Drop and withdrawal deadlines are posted in the college catalog. Dual Enrollment students follow the same academic calendar as all Daytona State College students.

Course	Class #	School Counselor Signature	Approval Date

Student Consent

- **Drops** - Students can request to be dropped from dual enrollment courses during the add/drop period posted on the Academic Calendar. Drops completed during this time will not reflect on a student's transcript or count as an attempt.
- **Withdraws** - Once the add/drop period ends, the withdrawal period begins. If a student withdraws from a course a "W" grade is entered on the student's transcript. The "W" does not count toward the student's GPA; however, it does count as a course attempt, and can impact future post-secondary eligibility.
- Unsuccessful completion of Dual Enrollment courses can affect future Financial Aid eligibility.
- Students reported by faculty as inactive after the withdrawal deadline will be administratively withdrawn and assigned a grade of "W1", which will not impact a student's GPA, but will count as a course attempt.
- Students who withdraw and earn W grades in two separate semesters will be ineligible to continue with dual enrollment.

Signatures

Student		Date	
Parent		Date	
DSC Staff		Date	

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