ARKANSAS STATE UNIVERSITY CONCURRENT ENROLLMENT PROGRAM
COURSE DROP FORM

To drop an A-State Concurrent Enrollment course ***after the 10th day of class***, you and your parent/guardian must complete, sign, and date this form. ***When completed, take the form to your high school counselor*** who will return it to the A-State Concurrent Enrollment Program office.

Fall 2020
Refund Dates/Amounts:
August 25 - 31: 100%
September 1 - 8: 75%
After September 8: none
Last day to drop: November 27
After this date, only grades of A, B, C, D or F will be issued.

Spring 2021
Refund Dates/Amounts:
January 12 - 19: 100%
January 20 - 26: 75%
After January 26: none
Last day to drop: April 16
After this date, only grades of A, B, C, D or F will be issued.

Course Drop Request for: ☐ **Fall 2020** ☐ **Spring 2021**

Student Name: _____
High School: _____
A-State ID Number: _____

Course Name	*CRN*	*Class Period*	*Instructor Name*

Student Responsibilities

I accept that my signature below acknowledges my understanding of the following terms:

- I am responsible to pay any outstanding financial obligations to Arkansas State University.
- A "W" or Withdrawal grade will be awarded on my transcript for the course(s) from which I am withdrawing.
- Withdrawing from a concurrent course may impact my high school academic plan.

Required Signatures

Student Name	*Student Signature*	*Date*
Parent/Guardian Name	*Parent/Guardian Signature*	*Date*

After reviewing the student's academic records, I give my permission for the student to complete the schedule adjustment for the course(s) above.

Counselor Name	*Counselor Signature*	*Date*

Optional Counselor Comments:

_____
_____
_____
_____
_____

Counselor: Please scan and return to the Concurrent Enrollment Program by email at CEP@astate.edu
Questions? Please call (870) 680-8365

FOR OFFICE USE ONLY

Processed by CEP _____ *Sent to Registrar's Office* _____

Processed by _____ *Dropped from Class* _____

Revised 4-18-19