

**ARKANSAS STATE UNIVERSITY EARLY COLLEGE 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 Early College Programs office.

Fall 2024

Refund Dates/Amounts:
August 21-25: 100%
August 28-September 5: 75%
After September 8: none
Last day to drop: November 21
After this date, only grades of A, B, C, D or F will be issued.

Spring 2025

Refund Dates/Amounts:
January 8-12: 100%
January 16-23: 75%
After January 24: none
Last day to drop: April 18
After this date, only grades of A, B, C, D or F will be issued.

Course Drop Request for: **Fall 2024** **Spring 2025**

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 Early College Programs office
by email at CEP@astate.edu**

Questions? Please call (870) 680-8365