



WITHDRAWAL FORM for Dual Enrollment Students

- Baker Bell Columbia Dixie Ft. White Trenton Union Home Schooled Other

DUAL ENROLLMENT PROCEDURES:

Students must:

- 1. Use this form to withdraw from classes. The instructor must provide the last date of attendance prior to processing. If the instructor does not sign the form, an email from the instructor with last date of attendance must be attached.
2. Obtain the signature of the high school guidance counselor (required) before this form will be processed.
3. For homeschool students, the parent signature as guidance counselor is required.

Failure to follow these procedures may result in the cancellation of your request.

Student Name: Last, First Middle Student ID Number

Term: Fall Spring Summer Year

Registration Transaction Codes: Withdrawal (W) Current GPA:

Table with 5 columns: Instructor Signature, CRN, Course ID, Section #, Last Date of Attendance

PLEASE NOTE THE FOLLOWING:

Students must maintain the required Florida Gateway College GPA and the required unweighted high school GPA to continue enrolling in the Dual Enrollment classes.

Any student earning a W in a course will either need to sit out the next term and be required to repeat the course the next eligible term along with any other program related coursework or repeat the withdrawn course and only the withdrawn course the next term.

High School Certification: I have read the statement above. When the student successfully completes the withdrawn course, they may continue with any other program related course work in successive terms.

Student Certification: I understand that I am withdrawing from the above course(s). I understand that all grades, including "W" for withdrawal, count as course attempts and become part of my permanent college academic record.

College Certification: The student is a degree or certificate student. The form contains the necessary last date of attendance for processing.

Enrollment Services Date