Dual Enrollment Course Drop/Withdrawal Request

Last Name: ______________________________  First Name: ______________________________

UNC Bear ID (begins w/ 8): _______________  High School: __________________________

I am requesting to ☐ Drop ☐ Withdraw from the following course(s) for
☐ fall ☐ full-year ☐ spring:

Prefix: _____________  Number: _______________  Section: _____________________
Prefix: _____________  Number: _______________  Section: _____________________

Student Signature: ______________________________________________________________________
Date: ___________________________________________________________________________________

Course Drop/Withdrawal Policies:
• Deadlines are listed on your registration form and are also available at
  http://extended.unco.edu/courses-workshops/dual-enrollment/students/schools-list.asp.
• You can drop your course up until the designated drop deadline. The course will be removed from
  your transcript and you will receive a full tuition refund.
• After the drop deadline and up until the withdrawal deadline you can withdraw from your course.
  The course will remain on your transcript with a grade of “W” (this does not impact GPA), and there
  is no tuition refund.
• After the withdrawal deadline you are unable to be removed from the course. The course will
  remain on your transcript with the grade that you have earned, and there is no tuition refund.
If you stop attending the course but fail to officially withdraw from the course(s), you will be responsible
for full tuition and fees and the course grade will remain on transcript.

When completed, this form should be submitted to:
UNC Office of the Registrar
Carter Hall 3002
Campus Box 50
Greeley, CO 80639
registrar@unco.edu

Office use only: Bear Number ____________________________
Received: ____________________________  Initials: ____________________________