



## High School Concurrent Enrollment Course Drop/Withdrawal

\*\*\* This form is to be used by high school students who are registered in a concurrent enrollment course on-site at their high school.  
All other Central students should visit <https://www.ccsu.edu/registrar> for the appropriate form. \*\*\*

### **Concurrent Enrollment Course Drop & Withdrawal Policy:**

**Dropping a Course:** Students may drop a course through the date noted below. Courses dropped by the deadline do not appear on the student's transcript.

**Withdrawal from a Course:** Students may withdraw from a course through the date noted below. A "W" will be entered for the course on the student's transcript. During this period, approvals for withdrawal are not required; however, it is strongly recommended that students consult with their high school teacher prior to deciding to withdraw from a course.

	Fall Semester Courses	Spring Semester Courses	Full Year Courses
<b>Course Drop Deadline</b> (no transcript notation)	September 15	February 10	September 30
<b>Course Withdrawal Deadline</b> (W on transcript)	December 1	May 1	March 1

### **Part One: Student Information**

Name: \_\_\_\_\_

Central Student ID#: \_\_\_\_\_

High School: \_\_\_\_\_

### **Part Two: Course Information**

I request to be dropped/withdrawn from:

Semester or Year: \_\_\_\_\_

CRN	Subject	Course #	Course Title

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Submit the completed form to:**

Attn: Dual & Concurrent Enrollment Coordinator  
Office of the Registrar, Willard-DiLoreto, Room D202  
1615 Stanley Street, New Britain, CT 06050  
Fax (860) 832-2250, E-mail [dualenrollment@ccsu.edu](mailto:dualenrollment@ccsu.edu)