

# Concurrent Enrollment Program

EARN COLLEGE CREDIT WHILE STILL IN HIGH SCHOOL

arapahoe.edu/concurrent

## Get Ready to Move Mountains.

### Instructions to Drop/Withdraw from a Concurrent Enrollment High School Class

(For students taking ACC college credit classes at their high school campus ONLY)

1. Enter name, date, ACC Student ID # (S#), year, and term for the course from which you wish to drop/withdraw in the space provided at the top of the form. Student signature required.
2. In the "DROP" box on the left or in the "WITHDRAW" box on the right, enter the course subject and title.  
(**Example: MAT 121 – College Algebra | 4 Credits**)  
Please include in your request by email:
  - High School
  - Teacher Name
  - Course Title
  - Period
3. Make sure you sign the bottom of the form and your teacher/counselor signs the bottom of the form.
4. Scan and email the form to [acc.ce@arapahoe.edu](mailto:acc.ce@arapahoe.edu). Forms received after 4:00 p.m. will be recorded the following day. No forms will be accepted after 12:00 p.m. on the last day to withdraw. Ask your teacher or counselor for deadlines or check our website at [www.arapahoe.edu/concurrent](http://www.arapahoe.edu/concurrent) (click on "Current Students" and select "Drop and Withdrawal Deadlines").

*D - Drop - Once dropped from a course, there will be no record of enrollment. (The School District is not billed.)*

*W - Withdrawal - Once withdrawn from a course, the student may not be re-registered back into the same section of that course during that semester. The class will still appear on the student's transcript along with a "W" grade. However, a "W" will not affect their cumulative GPA. (The School District is already billed.)*

### REQUEST TO DROP/WITHDRAW HIGH SCHOOL CONCURRENT ENROLLMENT CLASS

NAME:		HIGH SCHOOL ATTENDING:
DATE:		STUDENT ID: <b>S</b>
YEAR:		TERM: (check one) <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring

DROP			WITHDRAW		
Subject	Course Title	Credits	Subject	Course Title	Credits

#### FOR OFFICE USE ONLY

Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_

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

Teacher/Counselor  
Signature \_\_\_\_\_

Date \_\_\_\_\_

