

**ARKANSAS STATE UNIVERSITY EARLY COLLEGE PROGRAM  
COURSE DROP FORM**

To drop an A-State Concurrent Enrollment course **after the 10<sup>th</sup> 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 Concurrent Enrollment Program office.

**Fall 2023**  
*Refund Dates/Amounts:*  
 August 21-25: 100%  
 August 28-September 5: 75%  
 After September 8: none  
*Last day to drop:* November 17  
*After this date, only grades of A, B, C, D or F will be issued.*

**Spring 2024**  
*Refund Dates/Amounts:*  
 January 8-12: 100%  
 January 16-23: 75%  
 After January 24: none  
*Last day to drop:* April 5  
*After this date, only grades of A, B, C, D or F will be issued.*

**Course Drop Request for:**      **Fall 2023**                      **Spring 2024**

Student Name: \_\_\_\_\_  
 High School: \_\_\_\_\_  
 A-State ID Number: \_\_\_\_\_

<i>Course Name</i>	<i>CRN</i>	<i>Class Period</i>	<i>Instructor Name</i>

**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 Concurrent Enrollment Program  
by email at CEP@astate.edu**

Questions? Please call (870) 680-8365

<b>FOR OFFICE USE ONLY</b>	
<i>Processed by ECP</i> _____	<i>Sent to Registrar's Office</i> _____
<i>Processed by</i> _____	<i>Dropped from Class</i> _____