Pearl River Community College
Office of Extended Education & Instructional Design

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DUAL ENROLLMENT WITHDRAWAL REQUEST

HIGH SCHOOL:_____

STUDENT:_____

COURSE NAME & NUMBER:_____

I hereby request to be withdrawn from the following PRCC dual enrollment course and understand that I must meet all obligations at the college before a withdrawal can be completed. I further understand that the status assigned by the institution will be accepted and duly recorded by the high school, inclusive of the grade upon withdrawal.

**Signature of student, parent, and high school counselor required:

_____ _____
Signature of Student Date

_____ _____
Signature of Parent Date

I hereby verify that the student has informed the school of intent to withdraw from the course specified above.

_____ _____
Signature of HS Counselor Date

Procedure:

1. The student will request the Dual Enrollment Withdrawal Request form from the HS counselor and obtain the parent signature.
2. The student will show the form with parental signature to the HS counselor who will also sign the withdrawal form.
3. The student will take this form with all signatures to the Business Office at Pearl River Community College and follow withdrawal procedures as specified by the institution.
4. The institution will attach official withdrawal information to this form and the student will return the information to the high school.
5. The student must return this withdrawal form and the institutional withdrawal form to the high school counselor.