

SAN JACINTOSM **COLLEGE** DUAL CREDIT - Drop/Add Form

Year 20 Term: Fall Spring Summer

Student Name	San Jac GID#	
Last	First	
High School	Current Grade Level	

Dual credit students wishing to drop/add a college course at any point during the term must complete a Dual Credit Drop/Add Form with their high school counselor or designee.

I (student) understand:

- *It is my responsibility to ensure that my courses have been dropped.*
- *Failure to properly notify the appropriate high school counselor and Dual Credit Office of intention to drop may result in a failing grade in the course.*
- *If it is after the official day of record according to the SJC calendar, I understand my college transcript will indicate a "W" for withdraw from this course.*
- *Standard SJC refund policies apply.*

To Be Completed by the High School Counselor or Designee

DROPS

ADDS

CRN	Course Name & No.	Reason	CRN	Course Name & No.
Ex. 10205	SOCI 1301	(R) – Replacing course	18511	PSYC 2301

Student Signature *(Required)* **Date**

High School Counselor or Designee Signature *(Required)* **Date**

High School Counselor or Designee must provide reason for the late Drop/Add.