

Please return this form to dualcredit@mclennan.edu immediately after completion. Tuition refund is determined by date processed. Form must have appropriate signatures before submission.

MCC ID: _____ Name: _____ Semester: _____

Course Information:						
A D D	Course Name, Number, and Section	Notes	D R O P	Course Name, Number, and Section	Notes	

Reason for Change: Online Lack of Participation Absences Reinstatement
 Student Requested TSI Violation Never Attended
 Financial Difficulties Other _____

At Desire of: Student College

Student Must Complete this Section:	
Please check that you have read the following:	<input type="checkbox"/> I have read the following: <ul style="list-style-type: none"> ■ Dropping a course before the census date does not place a W on the student transcript. ■ Dropping a course after the census date will place a W on the student transcript.
Please check that you have read the following:	<input type="checkbox"/> I am aware that withdrawing from courses can affect my high school graduation and my MCC program completion. Tuition will increase for a third attempt at a course. After high school graduation, withdrawals are limited to six.
Future Financial Aid (Please check response)	<input type="checkbox"/> I have read the following: <ul style="list-style-type: none"> ■ Students who receive federal financial aid after high school graduation are required to maintain a cumulative 67% completion rate (complete at least 67% of all attempted courses). Withdrawing from a course will reduce my completion rate and may affect my future financial aid eligibility. ■ Courses taken while in high school will be used in future completion rate calculations.

Student Signature _____ Date _____

School Name _____

Homeschool Parent _____ Date _____

MCC Approval _____ Date _____

Office Use Only:	
Processed by _____	Date _____
Notes:	