Southeast Missouri State
Office of Dual Credit
Request to Drop Dual Credit Course(s)

Students wishing to drop a Dual Credit course must have this form completed by their principal or designee. Course(s) will not be dropped until this form is be completed in full and received by the Dual Credit Office. The official drop date will be the date the form is received by the Dual Credit Office.

Student’s Name: ____________________________________________

Southeast ID Number (key): ________________________________

High School: ___________________________________________________________________

Course(s) to be dropped (course name, course number and section number):

________________________________________________________________________

Course Name ____________________________ Course Number ____________________________ Course Section ____________________________

________________________________________________________________________

Course Name ____________________________ Course Number ____________________________ Course Section ____________________________

PRINCIPAL OR DESIGNEE SIGNATURE ____________________________ Date _________________

PARENT OR GUARDIAN SIGNATURE ____________________________ Date _________________

STUDENT SIGNATURE ____________________________ Date _________________

Southeast Missouri State University
Office of Dual Credit
One University Plaza, MS6875
Cape Girardeau, MO 63701

Phone: (573) 986-6179
FAX: (573) 651-2612

Date receive by Dual Credit Office: _________________

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