



Dual Enrollment Course Withdrawal or Resignation Request

Resignation: Students who wish to drop all classes (or the only class they're enrolled in if they only take one dual credit class) must resign from the university. In either event, the student must complete and submit the form below, complete with signatures.

Student's Name _____

Student High School _____

LSUE ID _____

Request: I wish withdraw from the following LSUE Dual Enrollment coursework:

Course Title and Number	Section Number
_____	_____
_____	_____
_____	_____
_____	_____

Approval by Signature

Signature(s) below indicate approval of the requested action of withdrawal or resignation.

Student Signature Date

Parent Signature Date

School Counselor Signature Date

LSUE Academy Director Signature Date

Requests should be faxed (337-550-1393), emailed, or delivered (CE 105 O) to Mrs. Sondra Cormier at the LSUE Academy. A follow up email to Thanda at tlouvier@lsue.edu or call at (337) 550-1390 or email to Mrs. Cormier at scormier@lsue.edu is recommended to confirm receipt of fax or email.

Students: Keep a copy of this request. A few days after faxing or sending this form, log on to my.lsue to verify that the requested withdrawal or resignation was executed. The grade for the course in my.lsue will appear as "W." If the grade continues to show "IP" (in progress), the course has not yet been dropped and a follow-up phone call is advisable to make sure the action is completed before the deadline for dropping courses.

For questions about the instructions, email Mrs. Cormier, at scormier@lsue.edu or (337)457-6130.