



## Academy and 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 \_\_\_\_\_ LSUE ID \_\_\_\_\_

Student's High School \_\_\_\_\_ Program Enrolled: \_\_\_\_\_

**Request: I wish to withdraw or resign from the following LSUE Academy and Dual Enrollment coursework:**

Course Title & Course Number	Section Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Approval by Signature

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

\_\_\_\_\_  
**Student 's signature** **DATE**

\_\_\_\_\_  
**Parent's Signature** **DATE**

\_\_\_\_\_  
**High School Counselor's or School Representative's Signature** **DATE**

\_\_\_\_\_  
**LSUE Academy and Dual Enrollment Director's Signature** **DATE**

Requests should be emailed de@lsue.edu or delivered (M-102) to Mrs. Alisha Fontenot at the LSUE Academy and Dual Enrollment. A follow up email to Victoria or Email de@lsue.edu or call at (337) 550-1299 or email to Mrs. Fontenot at afonten1@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 myLSUE to verify that the requested withdrawal or resignation was executed. The grade for the course in myLSUE 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.