



# PALM BEACH STATE COLLEGE DUAL ENROLLMENT WITHDRAWAL FORM

**Caution:** Completing and submitting this form indicates that I acknowledge and understand the following:

- a. I have exhausted all resources available to me at the college (professor’s office hours, FREE tutoring through the Student Learning Center (SLC), conversation with my parents and guidance counselor at school, etc.)
- b. All grades, including a “W” for withdrawal, become a part of **my permanent high school and college records.**
- c. Upon approval, I also understand I will **no longer be eligible for the Dual Enrollment program** at Palm Beach State College. Should I have an exceptional circumstance, I am able to appeal for reinstatement into the program after one semester through my high school.
- d. **This form must be submitted by the term withdrawal deadline:** [www.pbsc.edu/academiccalendar](http://www.pbsc.edu/academiccalendar)

**Instructions:** Complete this form in its entirety and submit it with any supporting documentation to the Dual Enrollment Office at [dualenrollment@palmbeachstate.edu](mailto:dualenrollment@palmbeachstate.edu) or the Admissions & Registration office at either of our campus locations.

### Part I: Student Information

Last Name	First Name	PBSC Student ID
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**Part II: Requested Course(s) for Withdrawal:** List the courses a withdrawal is being requested below.

Course ID and Course Reference Number (ENC1101-20)	Professor’s Name (G. Romero)	Last Day of Attendance (08/15/1933)

### Part III: Justification for Withdrawal (REQUIRED)

Yes  No  I have attached a word document describing the circumstances which led to my need to withdraw. Be sure to include your **full name, PBSC student ID number**, and submit appropriate documentation to support justification.

### Part IV: Student, Parent & School Counselor Acknowledgement

My signature below indicates I understand all grades, including a “W” for withdrawal, become a part of a student’s permanent high school and college records, and I am aware that students **may** find difficulty in meeting future college admissions requirements, and qualifications for financial aid/scholarships, including the Florida Bright Futures Scholarship. Upon approval, I also understand I will no longer be eligible for the Dual Enrollment program at Palm Beach State College. Should I have an exceptional circumstance, I am able to appeal for reinstatement into the program after one semester through my high school.

Student Name	Student Signature	Date (MM/DD/YYYY)
Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date (MM/DD/YYYY)
Name of School Counselor	School Counselor Signature	Date (MM/DD/YYYY)