

COURSE DROP REQUEST FORM



1600 South 25th East, Idaho Falls, ID 83404
Email: ecp@cei.edu Phone: 208-535-5309

Deadlines Apply. Forms must be submitted to the Early College Office by 5pm on the deadline date corresponding to the schedule for the individual course type. Deadlines are found at <https://www.cei.edu/early-college-deadlines>. It is the student's responsibility to know the type of course they are taking and applicable deadlines.

Student Name: _____ CEI ID#: _____
High School: _____ HS Grad Yr: _____ DOB: _____
Student Email: _____ Phone: _____

List course(s) you wish to drop:

Term: _____	Course: _____	Instructor: _____
Term: _____	Course: _____	Instructor: _____
Term: _____	Course: _____	Instructor: _____
Term: _____	Course: _____	Instructor: _____

Reason: _____

COURSE DROP: If you request to be dropped from a college course by the applicable deadline, the following college policies apply:

DC: Dual Credit courses taken at a high school or via IDLA. Course is taught by approved high school instructor.

- Tuition is refunded at 100% if request is received by 5pm on the day of the applicable drop deadline.
- Dual Credit courses do not have fees from CEI.
- Course attempt is deleted from college transcript.

DCC: Dual Credit through Campus (also called concurrent enrollment) courses taken on campus or directly through CEI online. Course is taught by college faculty.

- Tuition is refunded at 100% if request is received by 5pm on the day of the applicable drop deadline (First Friday of CEI term)
- Dual Credit through Campus course have fees.
 - Fees are never covered by Advanced Opportunities.
 - If drop request is received prior to the first day of class, fees are refunded.
 - Fees are non-refundable after the first day of class.
- Course attempt is deleted from college transcript.

By signing below, I acknowledge the following:

1. I have read and understand the consequences of dropping from CEI Early College course(s).
2. I have read and understand that I am responsible to pay any fees owed. Outstanding fees must be paid prior to drop request being processed. Payments can be made by phone 208-535-5352 or by logging into CEI Self-Service.
3. I understand that it is my responsibility to notify my high school of changes made to my schedule.

Student Signature: _____ Date: _____