



Drops and Withdrawals

Dual Credit course Drops and Withdrawals occur in the Dual Credit student's [Drury DualEnroll](#) account.

Dual Credit Drop and Withdrawal Information:

If a student wishes to **drop or withdraw** from a Drury Dual Credit course, the student must check with their high school counselor and ensure district policy is being followed and that the student is meeting DESE and district graduation requirements.

- The student's high school determines the grade the student will receive on the high school transcript for a dropped or withdrawn course.
- Students must discuss a drop or withdrawal of a SEATED or ONLINE course with their high school counselor to ensure high school policy is being followed.
 - If a student is enrolled in a SEATED Dual Credit course at their high school, the student must follow district guidelines when dropping a Drury University Dual Credit course.
 - If a student is in an ONLINE Dual Credit course, the student must follow district guidelines when dropping a Drury University Dual Credit course.

The posted drop and withdrawal dates are provided in the Dual Credit Online and Seated Timeline documents posted on the [Drury Dual Credit Website](#).

Drops:

- Drury University's Dual Credit Add/Drop window closes after the first two weeks of class
 - Dates are posted in the [academic calendar](#) and [dual credit timelines](#)
 - Full refunds are provided during the add/drop window ONLY
 - Partial refunds are not granted
 - Students must drop a Dual Credit course within the same semester of enrollment

Withdrawals:

- After the two-week Add/Drop deadline, Drury University will not provide a refund; the student is in the Withdrawal Window.
- A "W" (Withdraw) will appear on the student's Drury University transcript, which will not impact the student's Drury University GPA.
- The high school determines the grade the student will receive on the high school transcript for a dropped or withdrawn course.
- Students may retake the Dual Credit course to replace the "W" at the Dual Credit price.
- The newly earned grade will be factored into the student's Drury University GPA.
- Students must withdraw from a Dual Credit course within the same semester of enrollment

Students must initiate a Drop or Withdrawal in DualEnroll:

- The student logs into their DualEnroll account: [Drury DualEnroll](#)
- The student selects the ellipses (three vertical dots) next to the class they would like to drop or withdraw
- Select "Drop" or "Withdraw" on the pull-down menu
- The high school counselor must approve the drop/withdraw in DualEnroll
- Drury's Dual Credit Program finalizes the student's drop/withdraw