



# CCU Academy

Colorado Christian University  
Grace and Truth

### CCU Academy Drop and Refund Dates

Fall Registrations: August 15<sup>th</sup> – December 1<sup>st</sup>

Spring Registrations: January 15<sup>th</sup> – May 1<sup>st</sup>

Summer Registrations: May 15<sup>th</sup> – August 1<sup>st</sup>

*After drop deadlines, course withdrawal requests will show (W) on CCU transcript, no refunds issued.*

## Dual Credit Course Drop / Withdrawal Request

This form is to be printed and completed by the student and parent, then given to the school for their signature. **The school should email the completed form to [dualcredit@ccu.edu](mailto:dualcredit@ccu.edu).** Do not use this form for dropping an Online Dual Enrollment (ODE) course. Please contact CCU Academy Dual Credit (DC) Program at [dualcredit@ccu.edu](mailto:dualcredit@ccu.edu) or 303-963-3029 with any questions.

Student Name: \_\_\_\_\_

CCU Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Student Address, City State & Zip: \_\_\_\_\_

High School, City & State: \_\_\_\_\_

Detailed Reason for Request: \_\_\_\_\_

**Please list your course(s) as follows: English Language and Comp / ENG 102**

Course Name/Section Code: \_\_\_\_\_

Course Name/Section Code: \_\_\_\_\_

Course Name/Section Code: \_\_\_\_\_

For more than three courses complete another request form.

**CCU Academy DC Staff Only**

\_\_\_\_\_

\_\_\_\_\_

Term / Registration Date / Cost

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\* For CCU Academy Dual Credit Staff Only \*\*\*\*\*

Received by CCU Academy: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by CCU Academy: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_