



## **Drops and Withdrawals**

### **Drury University Dual Credit**

**All drops and withdrawals of dual credit courses occur in [Drury's DualEnroll](#).**

Students must initiate a drop or withdrawal in DualEnroll, following the steps outlined below:

- Log into your DualEnroll account here: [Drury DualEnroll](#)
- Select the ellipses (three vertical dots) next to the class you would like to drop or withdraw
- Select “Drop” or “Withdraw” on the menu
- Counselor approval for the drop/withdraw must occur in DualEnroll
- Drury University will approve your drop/withdraw after counselor confirmation has been completed.

#### **Dual Credit Drop and Withdrawal Information:**

Students may drop or withdraw from a Dual Credit course within the same semester of enrollment. If you are enrolled in a seated Dual Credit course at your high school, you will not be dropped from the high school class, you will only be dropped from the Dual Credit course. Students must discuss a drop or withdrawal with their counselor to ensure high school policy is being followed.

Students may drop or withdraw an online course, but students must check with their counselor to ensure they are still enrolled in the required number of credits for that semester (per school requirement).

Drury University's add/drop window closes after the first two weeks of class (dates posted on [academic calendar](#) and [dual credit timelines](#)). Full refunds will be provided during the add/drop window.

After the two-week drop deadline, refunds will not be provided. A “W” (withdraw) will appear on your college transcript. Your high school will determine the grade on your high school transcript. Students can retake the course they withdrew from to replace the “W” with a grade to be factored into their GPA.