



Project EXCEL Emergency Grade/Course Drop Form
 Valid only for Dual Credit Courses ending in Spring, 2020

THIS FORM IS DUE NO LATER THAN FRIDAY, MAY 15, 2020

STUDENTS: You are encouraged to discuss any Pass/No Pass (P/NP) or Course Drop requests with a parent and your dual credit instructor **prior** to signing this form. More information regarding these options can be found in the **Dual Credit Emergency Grade/Course Drop FAQ document**.

The student signature, below, indicates that the student has read and understands:

- All implications of this decision, as detailed in the VU Dual Credit Emergency Grade/Course Drop FAQ document.
- A letter grade is the default option for any course not listed on this form.
- If a P/NP grade option is chosen, courses with a grade of C or higher will be replaced with a grade of P, and courses with a grade of D or F will be replaced with a grade of NP.
- Choosing a P/NP grade may impact credit transfer to another college (contact your transfer institution).
- A course drop may impact high school Academic Honors or Technical Honors diploma requirements. Consult with the high school guidance counselor or principal if this is a concern.
- The student must initial, next to their choice, a Pass/No Pass or Course Drop option for each course listed in the table below. **This decision cannot be reversed.**
- The student is responsible for any related course fees should they choose to drop the course. No refunds or fee waivers will be issued.
- It is in the student's best interest to speak with an instructor, counselor, and/or parent prior to requesting a P/NP grade or dropping a course.

PLEASE PRINT:

Student Legal Name: _____

Student VU ID Number: A _____

High School/Career Center: _____

Instructor Name: _____

CRN	Course #	VU Course Title	P/NP or Drop STUDENTS – Place your initials next to your choice
			_____ Pass/No Pass Grade _____ Drop this course
			_____ Pass/No Pass Grade _____ Drop this course
			_____ Pass/No Pass Grade _____ Drop this course
			_____ Pass/No Pass Grade _____ Drop this course
			_____ Pass/No Pass Grade _____ Drop this course

Instructor Signature: _____ Date: _____

Student* Signature: _____ Date: _____

***If the student is unable to scan and send a signed form, they may send an email to their instructor confirming their grade or drop choice for each course. The email must be included with the student's form.**

REMINDER - This form must be submitted to the Project EXCEL office **NO LATER THAN FRIDAY, MAY 15.**