



Academic Withdrawal Request

AskAC/Registrar Use Only

Date Form Received: _____

Processed By (Initials): _____

Current Term and Year (e.g. FA 2017): _____

Student ID or ACNET ID: _____

Student Name: _____

Student Signature: _____

Please use blue or black ink pen to complete form. Unless otherwise indicated, all sections must be fully completed.

STEP 1: Speak to Instructor(s) and Get All Needed Signatures		
Course Name, Number, Section (Example: ENGL-1301-001)	Instructor Printed Name	Instructor Signature

STEP 2: Student Must Complete this Section											
Do You Receive Financial Aid? (Please Check Response)	<input type="checkbox"/> No <input type="checkbox"/> Yes and I have read the following: <ul style="list-style-type: none"> Dropping all courses before you reach the 60% point of the semester could result in you having to pay back some of your financial aid funds. Students who receive federal financial aid funds are required to maintain a 67% pace of completion or complete at least 67% of all the attempted courses. Withdrawing from a course will result in a non-completion and will affect your Pace of Completion. Please contact 806-371-5313 with additional questions regarding course withdrawal. 										
Do You Receive Veteran Benefits? (Please Check Response)	<input type="checkbox"/> No <input type="checkbox"/> Yes <ul style="list-style-type: none"> Submit completed form to Veterans Benefits Coordinator. Room: SSC 151B 										
Reason for Withdrawal (Please Check Main Reason):	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Computer/ Technical Difficulties</td> <td><input type="checkbox"/> Instructional Issues</td> </tr> <tr> <td><input type="checkbox"/> Do Not Need Course</td> <td><input type="checkbox"/> Student Illness</td> </tr> <tr> <td><input type="checkbox"/> Family Death</td> <td><input type="checkbox"/> Student Work Schedule Change</td> </tr> <tr> <td><input type="checkbox"/> Family Illness</td> <td><input type="checkbox"/> Other (Provide Reason Below)</td> </tr> <tr> <td><input type="checkbox"/> Financial Issues</td> <td>_____</td> </tr> </table>	<input type="checkbox"/> Computer/ Technical Difficulties	<input type="checkbox"/> Instructional Issues	<input type="checkbox"/> Do Not Need Course	<input type="checkbox"/> Student Illness	<input type="checkbox"/> Family Death	<input type="checkbox"/> Student Work Schedule Change	<input type="checkbox"/> Family Illness	<input type="checkbox"/> Other (Provide Reason Below)	<input type="checkbox"/> Financial Issues	_____
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STEP 3: Get Advisor Signature	
Note: If dropping a developmental class, the student must get a developmental advisor's signature.	
Advisor Printed Name	Advisor Signature

STEP 4: Submit this Form to AskAC or Registrar's Office by the Course Withdrawal Deadline

IMPORTANT NOTE ON THIS STEP: Forms that are submitted by the withdrawal deadline will be processed using the drop/withdrawal date that the form is received by AskAC or Registrar's Office. Students who have questions related to this form should contact the Registrar's Office (registrar@actx.edu; 806-371-5036) for assistance. Students who would like to be considered for an exception to withdrawal, can complete and submit the [Exception to Withdrawal form](#) to AskAC or Registrar's Office staff.