



Academic Withdrawal Request

Date: _____

Fall: _____ Spring: _____ Summer: _____

Student Name: _____ Student ID _____
or ACNet ID: _____

Student Signature: _____

Please use blue or black ink pen only.

Form must be submitted to any AC Customer Service or AskAC Counter for processing.

Course Name, Number, Section (Example: ENGL-1301-001)	Instructor Printed Name	Instructor Signature Required
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Did Student Receive Financial Aid?	As a recipient of financial aid funds, there are a few things to be aware of: 1. 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. 2. Students who receive federal financial aid funds are required to maintain a 67% pace of completion, or complete at least 67% of all the courses that you attempt. Withdrawing from a course will result in a non-completion and will affect your Pace of Completion. Please contact our office at 806-371-5313 if you have any additional questions regarding withdrawing from this course.	
<input type="checkbox"/> No <input type="checkbox"/> Yes. I have read the		
Are you using Veteran Benefits?	<input type="checkbox"/> No <input type="checkbox"/> Yes Submit completed form to Veterans Benefits Coordinator. SSC 151B	

Required if student is withdrawing from a Developmental Course.

Developmental Advisor Printed Name: _____ Developmental Advisor Signature: _____

Advisor Printed Name: _____ Advisor Signature: _____

Reason for Withdrawal:

- Student Illness
- Student Work Schedule Change
- Log-in Issues
- Instructional Issues
- Issues with Blackboard
- Computer/Other Technical Difficulties
- Family Illness

Family Death

Other:

For Office Use Only:

Completed by _____