

Withdrawal From Class

Fall Spring J-Term Summer

A STUDENT CANNOT WITHDRAW FROM A COURSE AFTER THE TENTH WEEK OF THE SEMESTER.

A STUDENT CANNOT WITHDRAW FROM A COURSE AFTER THE FIFTH DAY OF SUMMER SCHOOL.

Please follow the Withdrawal procedures listed below:

- List the course(s) to be added or dropped.
- Secure the instructor's signature and date for each course.
- Secure all required signatures.
- Sign and return this form to the Registrar's Office before the Add/Drop period ends.

There is a \$25.00 processing fee for each Change Of Class Schedule form submitted.

Date: _____

Student ID: _____

Student's Name: _____

Reason for Withdrawal: _____

Current semester hours: Revised semester hours after Add/Drop:

COURSE #	COURSE TITLE	CR. HRS.	DAY(S)	TIME	INSTRUCTOR'S APPROVAL	DATE

Note: There is no change in finances after last date to drop/add unless you are withdrawing from school within the first six weeks of the semester; refunds apply per Refund Policy. Financial Aid may be affected.

All Signatures are required below unless otherwise noted:

1. Student _____
2. Faculty Advisor _____
3. If dropping music lesson(s), how many hours did you attend? _____ Music Instructor Signature _____

Please mark the box if you are currently receiving VA education benefits at ACU

The following signatures must be included if dropping below full-time (12 credit hours):

1. Business Office _____
2. Financial Aid _____
3. Athletics Compliance Coordinator (if athlete) _____
4. Residence Life Director (if living on campus) _____

Office Use only

Returned to Registrar's Office Date: _____

Business Office Notified Date: _____

Notes: _____