



Withdrawal From Class

Undergraduate and graduate students in residential programs: Students may drop classes without penalty during the add/drop period each term. After that, students paying hourly tuition are financially responsible for the course according to the refund schedule published in the catalog. For students enrolled in block tuition, classes withdrawn from will still count toward the academic year total of 36 credit hours. In addition, a \$10 processing fee will be charged to the student’s account for each withdrawal. Students may not withdraw after 80% of the term has passed.

Full-time undergraduate students may not withdraw from BIBL 101, BIBL 103, or any required developmental course.

Undergraduate and graduate students in online programs: A student in an online program may withdraw from a course up until the end of the business day on the Wednesday prior to the last week of the course. See the ACU academic calendar for withdrawal deadlines.

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Student’s Name _____ Student ID No. _____

Course Number and Section _____ Term: 20_____
(Ex: ENGL 112.01)

Course Title _____ Full Name of Instructor _____

Reason for withdrawing from course:

Check all that apply:

I am a NCAA student athlete.

I am an international student.

I am currently receiving VA benefits.

Dropping below full-time status will affect your financial aid, NCAA athletic eligibility, or visa status. If you have questions or concerns, contact the appropriate office before withdrawing from the course.

Semester hours remaining after withdrawal from course listed above (may affect financial aid) _____

Student’s Signature _____ Date _____

Advisor’s Signature _____ Date _____

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For faculty/Online Program Director-initiated withdrawals:

Withdrawal Status:* _____ Last date student attended course _____

Instructor/Director’s Signature _____ Date _____

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*Faculty/Directors who initiate *Withdrawal From Class* forms must designate whether the student is to receive a “W” or “WF” and provide the last date the student attended the course. After the last day for students to withdraw from a course, an instructor may withdraw a student for non-attendance, but only with a grade of “WF.”