



**DC Use Only**

Date Received: \_\_\_\_\_  
Processed By: \_\_\_\_\_

## Academic Withdrawal Request Dual Credit

Current Term and Year (e.g. FA 2024): \_\_\_\_\_

Amarillo College Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

### STEP 1: Contact your AC instructor for the course and Get All Needed Signatures

Course Name, Number, Section (Example: ENGL-1301-DC001)	AC Instructor Printed Name	AC Instructor Signature

### STEP 2: Student Must Complete this Section

<b>Reason for Withdrawal</b> (Please Check Main Reason)	<input type="checkbox"/> Computer/ Technical Difficulties <input type="checkbox"/> Do Not Need Course <input type="checkbox"/> Family Death, Illness, or Issue <input type="checkbox"/> Financial Issues <input type="checkbox"/> Student Illness <input type="checkbox"/> Work or Extracurricular Interference <input type="checkbox"/> Other: _____
--	---

### STEP 3: Submit this Form to High School Counselor 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 your Amarillo College DC advisor. Students who have questions related to this form should contact their dual credit advisor ([dualcredit@actx.edu](mailto:dualcredit@actx.edu)) for assistance.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_