



WITHDRAWAL FROM COURSE(S)

APC _____ JC _____

OU & DEREЕ DUAL DEGREE _____ DEREЕ DEGREE ONLY _____ Date: _____

Student Last Name: _____ First Name: _____

Student ID Number: _____ Major/ OU Award: _____ Credits: _____

Mobile: _____ Other: _____ acg.edu email: _____

Course Number & Section	Level	Reason for withdrawal

After dropping the above course(s) I should still have _____ course(s)

Academic Advisor’s Name & Signature (if you have completed 50 or fewer credits):

Academic Department Head’s Name & Signature (if you have completed 51 or more credits):

For **COMPLETE WITHDRAWAL** from the College please get clearance from the offices listed below:

Cashier’s Clearance _____

Library Clearance _____

Student’s Signature: _____

REGULATORY FRAMEWORK

5.4 Students should consult with their advisers if they wish to defer their studies, withdraw from a course, or to transfer registration from one course or award (major) to another. Applications for deferral, withdrawal or transfer should then be lodged with the Registrar’s Office. Applications are then considered by the Committee of Academic Standards and Policies.

5.4.1 Students are permitted to change a course within the first two days of teaching. Beyond this period, students may withdraw from a course within the first two weeks of teaching whilst retaining the right to re-enroll in the said course in the future. Changes after this deadline will only be considered in exceptional circumstances. Students shall not be permitted to withdraw and then subsequently re-enroll in a course after the submission or completion of the first summative assessment.