

ACP Drop/Withdrawal Form - Fall 2011

1. Can only be used if an ACP Fall 2011 course registration has been previously submitted.
2. SUBMISSION DEADLINES:
 - a. **Non-trimester schools** - To drop a course, ACP must **receive** this full-signed form by 5:00 p.m. October 10, 2011. Forms received October 11 through 5:00 p.m. November 28 will be processed as withdrawals. Students who are failing the IU portion of the course cannot withdraw after October 10, 2011.
 - b. **Trimester schools** - To drop a course, ACP must **receive** this full-signed form by 5:00 p.m. October 10, 2011. Forms received October 11 through 5:00 p.m. October 24 will be processed as withdrawals. Students who are failing the IU portion of the course cannot withdraw after October 10, 2011.
3. Forms received after the submission deadlines stated above will **not** be processed.
4. Submission of this fully-signed form during the drop period specified above will prevent students from being enrolled for college credit and they will **not incur a bill**.
5. Students who are currently earning a passing grade may withdraw from a course by submitting this fully-signed form during the withdrawal period specified above. They will receive a "W" on their transcript and **must pay the ACP tuition charges**.

Student Name _____
Last Name First Name

Date of Birth _____ **IU Student ID#**

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Can be found on Application Signature Form

To Be Completed by Teacher			
DROP/WITHDRAW			
Course	Class #	Teacher Signature	Date

REQUIRED Additional Signatures and Dates:

Student Signature _____ Date _____

Parent Signature _____ Date _____
Required if student is under 18 years old

Guidance Counselor Signature _____ Date _____

High School Name _____