



Students will not be automatically dropped from their classes due to non-payment. If you wish to drop a class, you must do so through Self-Service or by completing the drop form below by the official drop deadline. Please be aware that the College is not responsible for dropping you from any class(es) after you have submitted a registration form. It is your responsibility to officially drop any class during the designated add/drop period if you decide not to earn college credit. To receive a full refund of tuition and fees for dropped classes, you must complete the drop process by the deadline. According to the AWC Drop Policy, students must submit a drop form within the first five days of the session. This policy applies to all dual enrollment classes. For more information, please refer to the 2025–2026 academic catalog.

Dual Enrollment Drop Deadlines

Fall: September 18, 2026
Spring: February 12, 2027

STUDENT INFORMATION

DATE OF BIRTH

/ /

First Name:

Last Name:

AWC ID#:

School Name:

Grade Level: Select one ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

REASON FOR DROP

- ☐ I no longer wish to receive college credit for this class.
- ☐ I am unable to afford the tuition fee of \$30 per credit.
- ☐ I do not want my final grade in this class to affect my college GPA in the future.
- ☐ Other: _____

See AWC Catalog for add/drop/withdrawal deadlines. List the section number(s) of the class(es) you need to drop from your AWC schedule.

Course-Section-Number	Credit Hours	Class Period/Teacher

Student Signature: _____

Date: / /

FOR OFFICE USE ONLY

Comments:

Colleague ID:

Date:

**EMAIL THIS FORM TO DUALCREDIT@AZWESTERN.EDU OR
DROP OFF IN-PERSON AT ANY AWC LOCATION.**