1818 Advanced College Credit Program

How to Help Students Drop/Withdraw from Courses

The best resource for your high school students is you.

Before Dropping A Course

The 1818 Advanced College Credit Program prides itself on the ability to offer college level courses at the high school level. Sometimes as students begin the 1818 ACC dual credit courses, they realize that the college rigor of the course may be too much and often will seek out their options.

We want our students succeed, but withdrawing or dropping an 1818 ACC course is a big decision that should not be made lightly.

Therefore, we encourage our students to do the following things before deciding to request a removal from a course:

- Review all deadlines on the 1818 ACC calendar associated with withdrawing/dropping an individual course or all course work
- Speak with their 1818 ACC course instructor about their course performance and tips to succeed in the class
- Speak with their parents about this decision
- Speak with the 1818 ACC coordinator at their high school about withdrawing/dropping

Processing Drop Requests

If course drop deadlines have not passed,* to drop a single or multiple courses, 1818 ACC coordinators should follow these steps to help students in requesting to have a student removed from coursework.

1. Speak with the student about dropping the course(s) and what it means
2. Download the Drop Request Form and complete it with your student.
3. Submit the Drop Request to the 1818 ACC Program office.
4. Once the drop has been received and reviewed the 1818 ACC office will process the drop.

* Please note: Deadlines for course drops can be found on the 1818 ACC calendar. Only in extraordinary circumstances can a student drop be considered to after the published deadlines have passed. Reasons may include student medical leave from the high school or student passes away during semester.