



Houston Community College  
Center of Excellence Education Professions  
Alternative Teacher Certificate Program (ATCP)  
Student Withdrawal Form

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Telephone Number: \_\_\_\_\_ TEAL: \_\_\_\_\_

Certification Area: \_\_\_\_\_

Please initial one of the following choices:

- I am formally withdrawing from the Alternative Teacher Certification Program at Houston Community College and acknowledge that, as a result, I am no longer eligible to:
- Enroll in Education classes.
  - Continue test preparation, including practice tests.
  - Obtain approval for state certification exams.
  - I also request to pause my program for one semester and understand that I will be placed on probation.

I am requesting a pause on the program for one semester.

Before formally withdrawing or pausing my participation in the Alternative Teacher Certification Program, I acknowledge the following potential impacts on my future pursuit of certification in Texas:

- Certification testing approval was granted under Houston Community College when I was admitted to the Educator Preparation Program (EPP). If I apply to another EPP in Texas, I must submit a formal request to release my testing approval.
- Leave of Absence requests should not exceed one semester. If the leave is extended, I will be removed from the TEA system and will need to reapply for admission to the EPP.
- Any coursework completed more than three years ago will not be accepted toward program completion or certification.

By signing below, I confirm that I understand the consequences of withdrawing from the certification program or not following the prescribed program sequence. I accept full responsibility for any negative outcomes, including ineligibility for testing, failure to be recommended for certification, or disqualification of coursework toward certification requirements. Houston Community College will not be held liable for these or any related circumstances.

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Student Signature

Date

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Printed First and Last Name