

## COURSE WITHDRAWAL FORM

**STOP!!!** Many times students complete the wrong form or do not consider the full impact of withdrawing from a course after the drop/add period has ended. While it is impossible to assess **ALL** consequences of a course withdrawal, please consider the following questions to ensure this is the best action for you to take.

**Is this the correct form?**

This form is used for a course withdrawal. If you intend to withdraw from the college **do not use this form**. Instead, please use the **COLLEGE WITHDRAWAL FORM** which is available on the Registrar/Forms web page.

**Has the deadline to withdraw from courses passed?**

If you withdraw from a course prior to the withdrawal deadline, you will receive a 'W' for the class. Attempted course withdrawals after the deadline will not be processed and a grade will be issued.

**Have you consulted your academic advisor? Are you on probation?**

This withdrawal may increase the amount of time needed to complete your program. Students on probation must have approval from their academic advisor to withdraw from a course.

**Have you consulted the Financial Aid Office?**

Dropping below full-time may affect your financial aid. In addition, lack of academic progress may also affect future aid. Always consult with the Financial Aid Office when considering a course withdrawal.

**Have you consulted with Student Accounts?**

Students are liable for all tuition and fees attached to each course, depending upon last date of attendance, In accordance with the liability schedule found on the Student Accounts web page and in our current online Academic catalog. Liability Schedules can be requested in Student Accounts and Financial Aid offices.

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Major: \_\_\_\_\_

Semester:      Fall      Spring      Summer      Year: \_\_\_\_\_

Class:              FR      SO      JR      SR      GR      Non-Matric

FOR OFFICIAL USE ONLY

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

**I would like to withdraw from the following course:**

| CRN | Course # & Section # | Title | Credits | Days/Times | Instructor |
|-----|----------------------|-------|---------|------------|------------|
|-----|----------------------|-------|---------|------------|------------|

Reason student is withdrawing from course \_\_\_\_\_

Total number of registered credits after the course withdrawal \_\_\_\_\_

By signing this form, I acknowledge that I have read all of the above information and I hereby authorize the Office of the Registrar to process this request.

(1.) \_\_\_\_\_  
Student's Signature

\_\_\_\_\_ Date

(2.) \_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_ Date

(3.) \_\_\_\_\_  
Financial Aid

\_\_\_\_\_ Date

(4.) \_\_\_\_\_  
Student Accounts

\_\_\_\_\_ Date

***This form MUST be returned to the Office of the Registrar in order to complete the course withdrawal process. If this form is not returned, the student is not withdrawn from the class and is subject to all attendance, grading, and tuition/fees policies for the class.***

COPIES:    Student Accounts                      Financial Aid                      Advisor                      Instructor