Course Withdrawal

Year/Term: 20____ Fall _____ Spring _____ Summer _____

This form should only be completed after the drop/add period.
Completion of a course withdrawal may create a balance that you would be responsible to pay.
If withdrawing from your last/only course, a SEMESTER WITHDRAWAL form should be completed.

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<th>Student ID</th>
<th>Last Name</th>
<th>First Name</th>
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<th>Student Phone Number</th>
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<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course #/Section</th>
<th>Session</th>
<th>Grade W/WF</th>
<th>Last date of attendance</th>
<th>Instructor Signature</th>
<th>Date</th>
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Reason for withdrawal

________________________________________________________

Are you a dual enrolled student (still in high school)? YES _____ NO _____ If yes, please see the advisement office.

Do you receive financial aid? YES _____ NO _____ If yes, ________________________________________________

Financial Aid Representative Signature Required

Date

Do you receive military benefits (VA/TA)? YES _____ NO _____ If yes, ____________________________________________

Veteran Affairs Representative Signature Required

Date

Are you a student-athlete? YES_____ NO_____ If yes, __________________________________________

Athletic Compliance Director Signature Required

Date

I UNDERSTAND THE FOLLOWING:

1. It is my responsibility to complete and the course withdrawal process by published deadlines.
2. It is my responsibility to verify the accuracy of my schedule.
3. This form must be completed and returned to the Registrar’s Office.
4. Withdrawal from a Learning Support class may result in withdrawal from all courses.
5. After the drop/add period and before midterm, a grade of W or WF will be assigned at the instructor’s discretion if withdrawing from the course for the first time.
6. If I withdraw from a course I previously withdrew from (Fall 2012 or later), I will be assigned a grade of WF regardless of the midterm date.
7. After midterm, a grade of WF will be assigned to all courses withdrawn.
8. After the drop/add period, there is no refund for a course withdrawal.
9. Withdrawing from a course may have an impact on financial aid including loans, Pell grant, scholarships, and/or military benefits.
10. I am responsible for any financial liability incurred from a course withdrawal.
11. My satisfactory academic progress (SAP) will affect my financial aid eligibility.

REGISTRAR’S OFFICE USE ONLY

Date Processed: ____________
Initials: _______________
Comments: _______________

__________________________________________  _____________
Student Signature                       Date

Updated Sept 2015