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"Catch Your Dream Through a Superior Education"

Withdrawal Form

Student Number: _____ **Semester:** Fall Spring Summer **Year:** 20_____

Student's Name: _____

Course Number	Course Title	Credits
Total credits withdrawn		
Total term credits after withdrawal		

<u>Student Initiated Withdrawal</u>	<u>Administrative Withdrawal</u>
<p>Reason for Withdrawal:</p> <p><input type="checkbox"/> Personal/Family Illness <input type="checkbox"/> Personal/Family Reason</p> <p><input type="checkbox"/> Job-Related Reasons <input type="checkbox"/> Financial Reasons</p> <p><input type="checkbox"/> Military Reasons <input type="checkbox"/> Moved from Area</p> <p><input type="checkbox"/> Dissatisfied with my academic performance</p> <p><input type="checkbox"/> Time Conflict with other responsibilities</p> <p><input type="checkbox"/> College experience not what I expected</p> <p><input type="checkbox"/> Need a break from college</p> <p><input type="checkbox"/> Dissatisfied with instruction</p> <p><input type="checkbox"/> Other: _____</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Student Signature _____ / ____ / ____ Date</p> <p>Dean of Student Services Signature _____ / ____ / ____ Date</p> <p>Advisor Signature _____ / ____ / ____ Date</p>	<p>Reason for Processing Administrative Withdrawal:</p> <p><input type="checkbox"/> Disciplinary issue / Corrective action</p> <p><input type="checkbox"/> Student contact/Unable to process in person</p> <p>Date and Mode of Contact:</p> <p>_____</p> <p>_____</p> <p>Reason for Withdrawal:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Student Signature _____ / ____ / ____ Date</p> <p>Dean of Student Services Signature _____ / ____ / ____ Date</p>

INITIAL WHEN PROCESSED:

Enrollment: _____ **Date:** ____ / ____ / ____ **Financial Aid:** _____ **Date:** ____ / ____ / ____

WITHDRAWAL

Withdrawal from Courses after Drop/Add Period

A student may withdraw from a course by filling out a withdrawal form with the Dean of Student Services, Dean of Instruction or Advisor. In unusual circumstances, i.e. a serious student illness, the withdrawal may be processed via telephone and/or fax.

Students may withdraw after the second week and before the final week of the semester. Courses from which students have withdrawn will appear on their grade reports and transcripts with a "W" grade, which does not affect grade point average. Withdrawals may affect a student's financial aid (see *Effects of Withdrawal on Financial Aid* below).

The Dean of Student Services will inform the instructors in writing of the withdrawal.

Withdrawal from the College

Students needing to withdraw from the College during the course of the semester must contact the Dean of Student Services, Dean of Instruction or their respective Advisors to complete the necessary withdrawal form. Student completely withdrawing from college may be required to return financial aid funds (see *Effects of Withdrawal on Financial Aid* below).

Administrative Withdrawal

Administrative withdrawal is the termination of a student's enrollment in a course by the College. It is used to correct registration errors or for disciplinary reasons. Student actions that might lead to administrative withdrawal include plagiarism, persistent disruption of classes, harassment, violence, or copying of another student's work.

Effects of Withdrawal on Financial Aid

Tuition and fees are assessed on the number of credits for which students are enrolled at the end of the second week of the semester. Withdrawing from a course after the second week will not result in a tuition reduction. Certain student financial aid grants and scholarships require students to refund all or part of the tuition and fees for courses from which they withdraw. Students should contact the Financial Aid office before they withdraw to assess how the withdrawal will affect their financial aid.

Withdrawal Revocation

A student can decide to revoke his or her withdrawal from a course or from the college. The student must fill out a Withdrawal Revocation form with each class he or she wishes to complete for a grade and sign. The student must also get approval from the instructor of each course he or she wishes to retain. Withdrawal Revocation forms can be found in the offices of the Dean of Student Services, the Dean of Instruction, and each Advisor. The Dean of Student Services will verify the withdrawal revocation with each instructor in writing.