



Withdraw Form

NAME: LAST	FIRST	INITIAL

STUDENT ID	TELEPHONE
	()

Students may withdraw by completing and submitting this form.

Semester: ☐ Fall ☐ Winter ☐ Summer Year: _____

Students withdrawing are asked to provide the primary reason for the withdraw by circling the appropriate letter.

- | | |
|------------------------------|----------------------------------|
| A. FINANCIAL REASONS | H. COURSE LOAD TOO HEAVY |
| B. PERSONAL/FAMILY | I. COURSE TOO DIFFICULT |
| C. TRANSPORTATION | J. DISSATISFIED WITH INSTRUCTION |
| D. EMPLOYMENT CONFLICT | K. UNNECESSARY FOR PROGRAM |
| E. ATTENDANCE | L. MEDICAL |
| F. FAILING COURSE | |
| G. DISSATISFIED WITH CONTENT | |

Students may add regular semester course(s) (fall or winter) via SelfService prior to the second scheduled class meeting. Short courses, courses that only meet once a week and summer courses may not be entered once the class has met for the first time. Full semester online and hybrid classes may be added up until the third day of the fall and winter semesters. Online courses for summer can be added up until the first day of the semester.

Students may drop a class via SelfService up until the end of the published 100% refund period (see website for dates). Dropped courses do not show up on the academic transcript.

Students may withdraw from a full semester course until the end of the 12th week of the semester (the withdraw date for short and summer courses are pro-rated).

WITHDRAW	Subject	Course Number	Sect. No.	Faculty Signature

☐ I understand that withdrawing from or dropping classes may have a significant impact on my financial aid and have communicated with financial aid.

☐ I understand I am required to communicate with my instructor(s) prior to withdrawing and provide proof of this communication to the Registrar's Office along with the completed withdraw form. Faculty signature on this form or a copy of electronic communication is required.

☐ The student is responsible for returning this form to the Registrar's Office by the withdraw deadline.

Counselor
Signature _____ Date _____

High
School _____

Student
Signature _____ Date _____

Parent Signature
or Phone/Email
Verification _____ Date _____

OFFICE USE ONLY

RECEIVED: _____
Initials Date

PROCESSED: _____
Initials Date

Students may withdraw by completing and submitting this form.

Students may withdraw from a full semester course until the end of the 12th week of the semester (the withdraw date for short and summer courses are pro-rated). Withdrawn courses appear on the transcript with a W grade.