



Official Withdrawal Form

A student may officially withdraw from a course(s). The grade of "W" will reflect on the student's academic transcript and will negatively affect the student's completion rate. *The student remains responsible for paying the tuition and fees for the course(s) from which they have withdrawn.* An instructor may withdraw a student after 14 calendar days of no attendance and with no forward progress in their course work.

Date: _____ Student ID Number: _____ Last Date of Attendance: _____

Semester: _____ Fall _____ Spring _____ Summer Year: _____

Student Name: _____ Phone: _____

Course ID	Course Title	Credits	Instructor

Reason for Withdrawal:

Academic _____ Transportation _____ Child Care _____ Health _____ Employment _____
Financial _____ Death in the Family _____ Attendance _____ Housing _____

Other, (please explain) _____
Use back of sheet if necessary

PLEASE SIGN FORM, AND RETURN TO THE REGISTRAR.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Financial Aid Signature _____ Date _____

Registrar Signature _____ Date _____