

Student Initiated Course Withdrawal Form



This form is to be completed by the student when the student needs to withdraw from one or more courses after the drop/add period. Withdrawals are not eligible for any type of tuition refund.

After completing the form, submit the completed form to the Registrar's Office.

Incomplete forms may not be processed.

Name _____ **ID#** _____ **Term/Year** _____

DOB _____ **Phone #** _____

Department	Course Number	Section	Credit Hours	INSTRUCTOR'S NAME (Instructor's Signature Required After 75%)	GRADE WP/WF (after 75%)

REASON CODE: CHECK ONE

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Excessive absences | <input type="checkbox"/> Child care conflict | <input type="checkbox"/> Course load too heavy | <input type="checkbox"/> Military deployment/reassignment |
| <input type="checkbox"/> Employment conflict | <input type="checkbox"/> Financial | <input type="checkbox"/> Course too difficult | <input type="checkbox"/> Personal/family |
| <input type="checkbox"/> Illness (self/family) | <input type="checkbox"/> Transportation | <input type="checkbox"/> Course not what expected | <input type="checkbox"/> Internet access |
| <input type="checkbox"/> Course/faculty expectation | <input type="checkbox"/> Relocation | <input type="checkbox"/> Transfer to another school | <input type="checkbox"/> Other _____ |

Financial Aid Confirmation - You are required to complete option 1, 2, or 3

1. Students receiving financial aid are required to discuss withdrawals with a financial aid advisor before submitting this form.
 Informed student they may owe money. _____

Financial Aid Staff Signature
2. Initial if you choose to waive the right to discuss the situation with the financial aid staff before submitting this form. Students who receive financial aid and withdraw from all classes before completing more than 60.5% of the enrollment period must have their aid adjusted by federal regulation. This may leave an outstanding balance on your account. Receipt of financial aid in future semesters may be affected by your withdrawal. Student's Initials
3. Initial if you do not receive financial aid. Student's Initials

Veteran Education Benefits Confirmation - You are required to complete option 1, 2, or 3

1. Students receiving Veteran education benefits are required to discuss withdrawals with the VA SCO before submitting this form. _____

VA School Certifying Official Signature
2. Initial if you choose to waive the right to discuss the situation with the designated staff before submitting this form. Withdrawing from courses may leave an outstanding balance on your account and could also result in a debt with VA. Receipt of benefits in future semesters may be affected by your withdrawal. Student's Initials
3. Initial if you do not receive Veteran education benefits. Student's Initials

Student Signature: _____ **Date:** _____

Office Use Only:

Credit hours: From _____ To _____ Date of Change _____ Registrar _____