Course Withdrawal Form

Name: ___________________________________  __________________________________________
  First Name  Last Name
Phone Number: ____________________________  Email Address: __________________________

Semester: Summer 1 2022

Student Signature: ________________________________  Date: ______________________________

A student may withdraw without academic penalty through the tenth week (or equivalent) of class. Without academic penalty is defined as the grade will not impact the QPA. After the tenth week (or equivalent) through the last day of the semester the student must obtain the instructor’s signature. The instructor will designate if the student withdrew while passing (‘W’ grade) or withdrew while failing (‘F’ grade). Please review the Grading Policy in the College Catalog for more information.

Please Note: Withdrawing from one or more courses can impact course sequencing, pre-requisites, financial aid, and/or family medical insurance.

**Instructor**  [ ] W  [ ] F
(Please check one grade after tenth week of class)

__________________________
Course and Section Number

__________________________
Instructor or Advisor Signature  Date

Please Indicate the Reason for Withdrawal (select all that apply):

**Personal:**
[ ] Childcare problems  (CH)  [ ] Lack of transportation  (TR)
[ ] Health (personal)  (HE)  [ ] Moving  (MO)
[ ] Health (family)  (HF)  [ ] Work Schedule Conflict  (WK)
[ ] Military Service  (MS)  [ ] Not ready for college  (NR)
[ ] Foreign or Government Service  (FG)  [ ] Church/Missionary  (CM)

**Financial:**
[ ] Insufficient financial aid  (FA)  [ ] Ineligible for financial aid  (IF)
[ ] Change in financial situation  (CF)

**Educational:**
[ ] Overwhelmed by studies  (ED)  [ ] Courses did not meet goal (GO)
[ ] Transferred to 2 yr institution  (T2)  [ ] Other (explain): ______________________________
[ ] Transferred to 4 yr institution  (T4)

_________________________________
Date:

Student ID Number: