# Course Withdrawal Form

**Date:** 
**Student ID Number:**

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**Name:** ___________________________  _______________________________________

First Name      Last Name

**Phone Number:** ___________________________  **Email Address:** __________________________________

**Semester:** Summer 2 2023

**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.*

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**Course and Section Number**

**Instructor or Advisor Signature**  **Date**

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*Instructor  
( Please check one grade after tenth week of class )

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

**Personal:**

- [ ] Childcare problems  (CH)  
- [ ] Health (personal)  (HE)  
- [ ] Health (family)  (HF)  
- [ ] Military Service  (MS)  
- [ ] Foreign or Government Service  (FG)  

- [ ] Lack of transportation  (TR)  
- [ ] Moving  (MO)  
- [ ] Work Schedule Conflict  (WK)  
- [ ] Not ready for college  (NR)  
- [ ] Church/Missionary  (CM)  

**Financial:**

- [ ] Insufficient financial aid  (FA)  
- [ ] Change in financial situation  (CF)  

- [ ] Ineligible for financial aid  (IF)  

**Educational:**

- [ ] Overwhelmed by studies  (ED)  
- [ ] Transferred to 2 yr institution  (T2)  
- [ ] Transferred to 4 yr institution  (T4)  

- [ ] Courses did not meet goal  (GO)  
- [ ] Other (explain): ___________________  

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*Some courses may have specific withdrawal policies that are different from the general policy.*