Course Withdrawal Form

Date: ____________________________
Student ID Number: ____________________________

Name: ____________________________________  ____________________________________________
   First Name  Last Name

Phone Number: ____________________________  Email Address: __________________________________

Semester: Fall 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.

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)

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

Instructor or Advisor Signature  Date