Course Withdrawal Form

Date: ________________________________
Student ID Number: __________________

Name: ______________________________________
First Name __________________________________
Last Name __________________________________
Phone Number: _____________________________
Email Address: ______________________________

Semester: Fall 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.

Course and Section Number

Instructor or Advisor Signature Date

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

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)