



# Course Withdrawal Form

Date: _____ Student ID Number: _____
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Name: \_\_\_\_\_  
First Name

\_\_\_\_\_ Last Name

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Semester: Summer 1 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.*

_____	
Course and Section Number	
_____	
Instructor or Advisor Signature	Date

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**\*Instructor**       W     F  
(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)            | ___ 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) | _____                              |