



Course Withdrawal Form

Date:

Student ID Number:

Name: _____

First Name

Last Name

Phone Number: _____

Email Address: _____

Semester: Spring 2024

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**

☐

W

☐

F

(Please check one grade after tenth week of class)

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) | _____ |