



# Official Withdrawal Form

A student may officially withdraw from a course(s) will reflect a grade of "W" on the student's academic transcript and will negatively affect the student's completion rate. *The student remains responsible for paying the tuition and fees for the course(s) from which they have withdrawn.* Faculty members may withdraw students who are unlikely to pass the course as determined by progress following the midterm grade.

Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_

Course ID	Course Title	Credits	Instructor

### Reason for Withdrawal:

Academic \_\_\_\_\_ Transportation \_\_\_\_\_ Child Care \_\_\_\_\_ Health \_\_\_\_\_ Employment \_\_\_\_\_  
Financial \_\_\_\_\_ Death in the Family \_\_\_\_\_

Other, (please explain) \_\_\_\_\_  
Use back of sheet if necessary

**PLEASE SIGN FORM, AND RETURN TO THE REGISTRAR.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_