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 *The student remains responsible for paying the tuition and fees for the course(s) from which they have withdrawn.* Faculty members may withdraw students who are unlikely to pass the course as determined by progress following the midterm grade.

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**Official Withdrawal Form**

Date:_________ Student ID Number:_____________ Last Date of Attendance:_____

Semester: _____ Fall _____ Spring _____ Summer Year: _________

Student Name:_________________________________________ Phone:______________________

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
<th>Instructor</th>
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</tbody>
</table>

**Reason for Withdrawal:**

Academic ____ Transportation ____ Child Care ____ Health ____ Employment ____

Financial ____ Death in the Family ____ Attendance ____ Housing ____

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____________________

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Edited by: Stacey Lundberg, December 13, 2018