A student may officially be removed from a course(s) after the scheduled Last Day to Withdraw deadline; if the student has not attended or submitted any assignments/class work for 14 consecutive days. The student will receive an “F” as a final grade, which will be reflected on their academic transcript and negatively impact their completion rate and grade point average.

Date:___________ Student ID Number:______________ Last Date of Attendance:______

Semester: _____ Fall _____ Spring _____ Summer Year: __________ Phone: __________

Student Name:______________________________________________________________

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

Faculty Signature____________________________________ Date__________________

Financial Aid Signature________________________________ Date__________________

Registrar Signature____________________________________ Date__________________

Edited April 2023