



Request for Withdrawal

Last Name:	First Name:	MI:	Student ID:
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Mailing Address:	City, State, Zip:
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Semester: Fall Spring Summer I Summer II Winter **Year** _____ (Select only one)

Do you receive any of the following? Financial Aid Veterans Benefits

Are you withdrawing from **all** of your classes? Yes No. **If no, list courses to be withdrawn below:**

CRN	Subject	Number	Course Title	Credit Hrs

Total hours after change:	
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Reason for Withdrawal (Check all that apply, then explain below)

Dissatisfied with my academic performance
 Could not obtain sufficient financial aid
 Entered the military/deployment
 Dissatisfied with the quality of teaching
 Not enough money to continue
 Illness
 Transferring to: _____
 Unable to purchase books
 Life crisis
 Unsure of my academic goals
 Transportation issues
 Moving
 Changing Majors or Career Paths
 Taking care of friend/family member
 Childcare issues
 College experience not what I expected
 Issues with class schedule
 Work schedule
 I was misadvised
 I was not aware of College procedures
 Other/Explanation: (Use back of form if additional space is needed.)

Student Initials	Office	Student Responsibility	Staff Signature	Date
	Advisor/Student Success Center	I understand a "W" or Withdrawal grade will be awarded on my transcript for the course(s) from which I am withdrawing if I withdraw after the semester has begun.		
	Financial Aid	I accept that my financial aid status may be negatively affected. I understand that I am responsible for exit counseling (if required.)		
	I understand that I am responsible for paying any outstanding financial obligations to the College and that I may not be entitled to a refund.			

Student should receive a **copy** of completed and signed form before issuing **original** form to the Office of the Registrar. Students are responsible for ensuring this form is turned in.

_____ _____
 Student Signature Date

Staff Use Only

Registrar	Date	Effective Date	Percent Refund <small>(if applicable, no refunds will be issued for partial withdrawals)</small>	Additional Approval <small>(if required)</small>	Date
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