

Use ballpoint pen and press firmly on smooth flat surface.

**Student: Change is NOT OFFICIAL until this form is completed and filed in the Records Office prior to the official deadline stated in the college catalog. The withdrawal deadline for mini-term courses is listed on the course syllabus.**

Prior to submitting this form, it is highly recommended that you schedule a conference with your course instructor(s) to determine your current status, review options, and consider future educational goals.

Name \_\_\_\_\_  
PRINT: (Last) (First) (Middle/Maiden)

X							
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X- ID Number

Term \_\_\_\_\_ Year \_\_\_\_\_

**Reason for Withdrawal:**

- Academic Performance
- Personal or Family Illness
- Financial Circumstances
- Change in Academic or Career Goals
- Geographic Move
- Work Demands
- Other \_\_\_\_\_

CRN #	Course Prefix & No.	Instructor

**ATTENTION FINANCIAL AID RECIPIENTS:**

Check if applicable:     Financial Aid Recipient                       Veteran's Benefits Recipient

*You must check with the Financial Aid Office prior to withdrawing. Your financial aid may be affected and/or you may be required to repay all or part of your financial aid award.*

**NOTE:**

- Any outstanding financial obligations, (for example: parking fines, library fines, loan repayments) will prohibit release of academic records and prevent future registration.
- A maximum of two withdrawals are permitted per course. Upon the third attempt you will not be permitted to withdraw and will receive a grade for the course.
- Refunds are not issued for withdrawals.

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

\_\_\_\_\_  
 High School Counselor Signature (Dual enrollment only) Date

\_\_\_\_\_  
 Dual Enrollment Manager Signature (Dual enrollment only) Date

\_\_\_\_\_  
 Athletic Director (Athletes only) Date

Office Use Only	
Copies:	Records - White FA- Pink Student - Yellow