

## COURSE WITHDRAWAL FORM

This form cannot be used to Withdraw from the College. A student who must withdraw completely from the College should initiate action with the **Dean of Students**.

A student may withdraw from any course until the last day to elect pass/fail or withdraw from a class, but the course appears on the record with a mark of W. Students should refer to the Academic Calendar for specific dates each semester.

*ALL APPROVALS ARE REQUIRED, No Exceptions.*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Mark any that apply:  Student Athlete  International  VA

**DROP COURSE WITH GRADE OF A W** *(This form cannot be used to withdraw from all courses.)*

Year	Term	Subject	Course #	Section	Title	Credits	Instructor Signature*	Last Day of Attendance

Student approval required:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor approval required:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NAIA ATHLETES must have approval from Athletic Director, Reagan Rossi :

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNATIONAL STUDENTS must have approval from International Student Services Coordinator, Adan de la Paz:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENTS USING VA BENEFITS must have approval from VA Certifying Officer, Hayley Morse or Cassandra Heath:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOLD RESTRICTIONS: (REGISTRAR OFFICE USE ONLY)**

DEPARTMENT: \_\_\_\_\_

→ If hold is not approved to bypass, Add/Drop form will not be accepted until hold is removed from account.

Department Signature: \_\_\_\_\_

Date: \_\_\_\_\_