

COURSE WITHDRAWAL FORM - Electronic Process

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 Signatures are REQUIRED, no exceptions.***

ALL E-mails must be sent to Registrar@collegeofidaho.edu by May 1st, 2020 at 5:00pm MT.

IMPORTANT: To Open and Fill out This Form Correctly, You Must Open and Save This Document in Adobe Reader

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

*Instructor may e-mail approval via Yotes e-mail, CC'ing Registrar@collegeofidaho.edu.

Student Signature required: The student must send an e-mail via their Yotes e-mail to the Instructor and Advisor, CC'ing Registrar@collegeofidaho.edu, requesting withdrawal from the course.

Advisor Signature required: The advisor may approve the student's withdrawal from the course via Yotes e-mail, CC'ing Registrar@collegeofidaho.edu.

NAIA ATHLETES must have Compliance Officer or Athletic Director's Signature: Compliance Officer/Athletic Director may approve the student's withdrawal from the course via Yotes e-mail, CC'ing Registrar@collegeofidaho.edu.

INTERNATIONAL Students must have International Student Service Coordinator Signature: International student service coordinator approve the student's withdrawal from the course via Yotes e-mail, CC'ing Registrar@collegeofidaho.edu.

HOLD RESTRICTIONS: (OFFICE USE ONLY)

DEPARTMENT: _____

BYPASS: ____ Approved ____ Denied

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

Department Signature: _____

Date: _____