

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 Signatures 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 Signature required:

Name: _____ Signature: _____ Date: _____

Advisor Signature required:

Name: _____ Signature: _____ Date: _____

NAIA Athletes must have Compliance Officer or Athletic Directors Signature:

Name: _____ Signature: _____ Date: _____

INTERNATIONAL Students must have International Student Service Coordinator Signature:

Name: _____ Signature: _____ Date: _____

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: _____