



**REQUEST TO WITHDRAW
 FROM A COURSE(S) FORM**

Instructions for completing this form: Student will complete Section I. Student will then take the form to the officials listed in Section II for their signature and to complete necessary paperwork with each area. Student will then return to Student Services to complete the process. The date of withdrawal will be finalized as the date the process is initiated IF the complete form is returned within five days of the initiation date.

SECTION I: Student Completion			
Name (please print:			
Address:			
City/State/Zip:			
Withdrawn Course(s):			
Reason for course withdrawal			
<input type="checkbox"/> Academic	<input type="checkbox"/> Financial	<input type="checkbox"/> Personal	<input type="checkbox"/> Other:
<input type="checkbox"/> Career Change	<input type="checkbox"/> Medical	<input type="checkbox"/> Military	
What is the reason for withdrawing from a course(s)?			
By signing this form you indicate you understand that withdrawn course(s) may affect such things as your financial aid, loan eligibility or car insurance. You are encouraged to develop a new plan of study with your advisor; however, final responsibility for fulfillment of requirements lies with you.			
By signing this form, you have acknowledged that you have reviewed the refund policy in the Student Handbook and understand you are responsible to pay for any charges incurred to date.			
Student Signature:			Date:

Section II: School Official Completion (<i>Student must take this form to the officials listed below for signature and complete any exit procedures</i>)	
Faculty Advisor Signature:	Date:
Financial Aid Signature:	Date:
Billing Signature:	Date:
At Risk Advisor Signature (if applicable):	Date:

Department Chair of the Program Signature:	Date
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Section III: Student Services Completion		
Registrar's Signature:		Date:
Date received:	Date processed:	
Official Notification: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of determination:	
Withdraw Date:	Last date of attendance:	
Comments:		
Official or Unofficial Withdraw:		
<input type="checkbox"/> Cams status updated	<input type="checkbox"/> Course faculty notified	<input type="checkbox"/> Plan of study completed with Advisor
<input type="checkbox"/> Anticipated grad date updated	<input type="checkbox"/> Course grade reflected based on time of withdraw	<input type="checkbox"/> Nursing Student Loan Exit Counseling
<input type="checkbox"/> Enrollment updated in Clearinghouse	<input type="checkbox"/> Financial Aid Counseling	<input type="checkbox"/> VA notified, if receiving benefits