

**Instructions for students planning to withdraw from a course. The instructions must be followed exactly as outlined below.**

1. You should talk with your Academic Advisor regarding withdrawing from a course.
2. After speaking with your Academic Advisor, you must see the appropriate instructor and secure permission to withdraw from the course. If your instructor approved the withdrawal, he/she will sign and date the form.
3. You should obtain a signature from the Office of Student Financial Services to make sure the withdrawal does not affect your financial aid.
4. Once you have obtained the signatures as indicated above, you must sign and date the form and return it to the Academic Affairs Office before the deadline to withdraw from a course as stated in the College Catalog.

**Important Reminders:**

- **You may only withdraw from a course within the period officially established by the College.**
- **The student's signature below indicates:**
  - A) That he/she has discussed the withdrawal with both his/her Academic Advisor and the course instructor**
  - B) That he/she has reviewed this decision with the appropriate personnel and is aware of the effect of this withdrawal (if any) on his/her financial aid and/or athletic eligibility status.**

Name of Student \_\_\_\_\_ ID# \_\_\_\_\_

**Has permission to withdraw from:**

\_\_\_\_\_

Course Prefix and Number                      Section                      Course Title

Signature of Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Financial Aid Office \_\_\_\_\_ Date \_\_\_\_\_

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

Signature of Registrar \_\_\_\_\_ Date \_\_\_\_\_