

WITHDRAWAL FORM

Student ID Number: _____

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Check one if applicable:

<input type="checkbox"/> WIA/TAA Student	<input type="checkbox"/> Military Tuition Assist.	<input type="checkbox"/> VA Student	<input type="checkbox"/> Transient Student
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Withdrawal Instructions:

- Student meets with or emails faculty member(s) (or department chair if necessary) to discuss their intent to withdrawal.
- If instructor approves the withdrawal, complete the Course Withdrawn information below and sign the form.
- Student fills out the top portion, then forwards the form and the email communication with their instructor to:
 - High School Students (Dual-Enrolled):** Dual Enrollment Team at dualenrollment@cctech.edu
 - All other students:** Financial Aid Office at finaid@cctech.edu.
- Student may also drop the form off in person, as long as all appropriate documentation is included.

REASON FOR WITHDRAWAL: Please Select **ONE** from below

<input type="checkbox"/> Academic Difficulty	<input type="checkbox"/> Medical Reason	<input type="checkbox"/> Military Obligation	<input type="checkbox"/> Job Conflict
<input type="checkbox"/> Transportation	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Family Issue	<input type="checkbox"/> Child Care
<input type="checkbox"/> Change of Program	<input type="checkbox"/> Technical/Technological Difficulty	<input type="checkbox"/> Other	

COURSE WITHDRAWN (To be completed by instructor)					
CRN#	SUBJECT (ART 101)	SECTION # (D20)	CREDIT HOURS	LAST DATE ATTENDED	INSTRUCTOR SIGNATURE

 Do you plan to attend another course beginning later this term? Yes ☐ No ☐ If yes, date and session: _____

My signature indicates that I have read and understand the terms on the reverse side.

 Student Signature and Date

 Instructor or Department Chair Signature and Date

For office use only: Signature of Financial Aid/VA Counselor and Date: _____

 1) GPA: _____ (Student informed of possible debt due to complete withdrawal. Yes ☐ No ☐

2) Current Semester Pass Rate	Prior Pass Rate	Pass Rate after W/D	Pass Rate Percentage
_____	_____	_____	_____
passed	attempted	passed	attempted

+ / = / (_____ %)

3) 150% of Program - Current Program: _____	Transfer Credits: _____
Required hours: _____	Allotted hours: _____
Remaining hours: _____	

FA Notes: