HOOD COLLEGE
DIVISION OF ACADEMIC AFFAIRS
Office of the Registrar

UNDERGRADUATE COURSE WITHDRAWAL FORM

This form is to request a withdrawal from a class after the drop/add period and prior to the withdrawal deadline. Students may not withdraw from coursework after the withdrawal deadline. Before withdrawing, discuss alternatives with the instructor and your advisor.

- By withdrawing from this course, you may be extending the time needed to complete your degree.
- Course withdrawals submitted by the deadline will be awarded a grade of "W" (indicating withdrawal) which will be noted on your transcript. This notation will not be computed in the grade point average.
- While course withdrawals have no impact on GPA, they may be considered as part of the end-of-term academic standing review.
- Withdrawing from a course may reduce your federal student loan eligibility under the new Schedule of Reductions (SOR) rules. Consult with Financial Aid before withdrawing.
- Dean's list requires completion of at least 6 credits.

All students withdrawing from a course must complete Section 1 of this form and obtain the required signatures. Additional sections may require completion.

Section 1:

Student Name:_____ ID #:_____ Expected Graduation Month/Year:_____

Will this withdrawal drop you below 12 credits (***if yes, complete Section 2***): Yes ☐ No ☐

Student Signature:_____ Date:_____

Advisor Signature:_____ Date:_____

COURSE #	SECT #	Last Date of Attendance	Reason for Withdrawal	Instructor Signature

Section 2: Check all that apply and obtain signatures only if withdrawal <u>drops you below 12 credits</u>

Financial Aid: Financial Aid Office (Apple 3rd Floor):_____

Resident: No ☐ Yes ☐ Dean of Students Signature (Whitaker 221):_____

F1 Visa: No ☐ Yes ☐ PDSO Signature (Apple 1):_____

Athlete: No ☐ Yes ☐ Athletics Signature:_____

(One of the following will suffice: Susan Kolb, Athletic Dir (Athletic Center 209); or Jack Mehl, Advising & Support Service Coordinator (Athletic Center 216))

Section 3: Withdrawal from Departmental Honors (499) or Internship (399) requires the appropriate signature

Honors Program Signature:_____ Date:_____

Career Center Signature:_____ Date:_____