HOOD COLLEGE
DIVISION OF ACADEMIC AFFAIRS
Office of the Registrar

UNDERGRADUATE COURSE WITHDRAWAL FORM

Request to withdraw from a class after the drop/add period and prior to the 12th week of the fall or spring semester. Students may not withdraw from coursework during the last four weeks of the semester. 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.
- Financial Aid implications could occur due to a course withdrawal. Consult the Office of Financial Aid to review your financial aid package.
- Athletics eligibility requires enrollment in at least 12 credits during a standard semester and maintenance of a minimum 2.0 cumulative GPA.
- 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, continue to 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 if withdrawal drops you below 12 credits

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 HON 499 or Internship (399) requires the following:

Honors Program Signature:_____   Date:_____

Career Center Signature:_____   Date:_____