

Hood College - Office of the Registrar

Request to Withdraw from Class after Drop/Add and Prior to the 12th Week.

Students may not withdraw from a class during the last four weeks of the semester.

PLEASE NOTE: IT IS RESPONSIBILITY OF THE STUDENT TO HAVE THIS FORM SIGNED BY THE APPROPRIATE FACULTY AND RETURNED TO OFFICE OF THE REGISTRAR IN PERSON.

Name: _____ ID #: _____ Grad Mth/Yr _____ / _____

Course #:	_____	Title:	_____
# Credits:	_____	Reason for withdrawal:	_____
Signature of Student:	_____	Date:	_____

Signature of Instructor:	_____	Date:	_____
Effective Date: (Indicate date of last attendance) _____			

Signature of Advisor: _____ Date: _____

IS THE COURSE OF WITHDRAWAL:

_____ (499 or HON or HN) An Honors course?

Honors Program Approval: _____ Date: _____

_____ (399) An Internship?

Career Center Approval: _____ Date: _____

WILL THIS WITHDRAWAL TAKE YOU BELOW 12 CREDITS?

YES _____ NO _____

IF YES CHECK ALL THAT APPLY and OBTAIN THE CORRESPONDING APPROVAL:

_____ **RESIDENT** Dean of Students (AD 203) _____ Date: _____

_____ **FINANCIAL AID** (J H Apple 3rd floor) _____ Date: _____

_____ **F1 Visa** Ted O, (PDSO) (J H Apple 1) _____ Date: _____

_____ **ATHLETE** One of the following: Susan Kolb, Athletic Dir. (Athletic Cen. 209); Dr. Terry Scott, Faculty Athletic Rep (HO 260); or Jack Mehl, Advising & Support Service Coordinator (Athletic Cen. 216)

_____ Date: _____

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 Financial Aid Office to review your financial aid package
- Convocation Honors eligibility requires completion of at least 12 credits per semester
- Athletics eligibility requires 12 credits and maintenance of a 2.0 cumulative GPA •
- Dean's list requires completion of at least 6 credits

Guidelines for withdrawal from half semester classes:

Withdrawal after the first five days of class:

This period extends from the end of the 5-day drop/add period to no later than the end of the third week of classes. A grade of "W" will be recorded on the student transcript.

No withdrawal period:

A student may not withdraw from a half semester class during the last 1½ weeks of the class.