



Withdrawal From Last Class

Instructions to Student:

Step 1: Complete all information requested below

Step 2: Get Financial Aid Signature

Step 3: Get Academic Advisor Signature

Step 4: Submit Withdrawal form to the Office of the Registrar for processing

Step 1: Be completed by Student

Student ID _____ Date _____ Term _____

Student Name _____ Student Signature _____

REASON FOR WITHDRAWAL (Please check all that apply)

____ Academic issue Which department or program? _____

____ Instructor conflict

____ Military obligation

____ Financial Aid issue ____ Lost scholarship ____ Not enough aid

____ Medical issue ____ Personal ____ Family

____ Work related issue ____ Job change/transfer ____ Schedule change/conflict

____ Family issue _____

Step 2: To be completed by Financial Aid and Student

Student Name _____ Student ID _____

If student is not receiving any form of Financial Aid, the Financial Aid office should check here, initial, and send student to an academic advisor ____ .

The Financial Aid Office has explained to the student named above the financial aid implications of withdrawing from all classes.

Financial Aid Signature _____ Student Signature _____

Step 3: To be completed by Student's Academic Advisor

I have discussed with the student named above the reasons for wanting to withdraw as well as options other than withdrawing from the last class. I have also discussed with the student the implications of withdrawing on the timetable for degree completion. Per the student's request I have executed the withdrawal from the last class.

Advisor Signature _____ Date _____

Step 4: Withdrawal Processing – Office of the Registrar

CRN of last class: _____ Dept/Course # of last class: _____

Processed by: _____ Date: _____