

WITHDRAWAL FROM COURSE FORM

POLICY & FORM INSTRUCTIONS

Students must complete and submit this form in order to be withdrawn from a course or courses. Failing to attend a course or verbally expressing an intent to withdraw does not automatically withdraw a student.

During the initial withdrawal period, courses will be withdrawn with a "W" grade. During the final withdrawal period, courses will be withdrawn with a "WP" (Withdrawal Passing), "WF" (Withdrawal Failing), or "WN" (Withdrawal Nonprogressing) grade submitted by the course instructor. See the term's academic calendar for withdrawal deadlines. **No withdrawals will be processed after the academic calendar final deadline. It is the student's responsibility to follow up with his/her advisor and program chair to ensure that this form reaches the registrar by 5 PM of the deadline date.**

(NOTICE: Students are still responsible for any owed tuition and fees as well as Title IV financial aid after withdrawing. In addition, withdrawing from a course may have a negative effect on future financial aid awards. Lastly, withdrawing from a course may impede the progress of your degree program, and re-enrolling in a course is on a space-available basis.)

ADMINISTRATIVE WITHDRAWALS: College faculty may request that students who are absent or fail to participate for at least the equivalent of three consecutive weeks within a semester be administratively withdrawn. Faculty will report administrative withdrawals to the Registrar. Administratively withdrawn students are still liable for all financial responsibilities such as tuition, fees, and return of Title IV aid funds.

STUDENT INFORMATION

Name (First, Middle, Last) _____ Semester _____ Year _____
Phone Number _____ Campus Email Address _____ @coxcollege.edu

WITHDRAW FROM COURSE(S)

Course Prefix	Number	Section	Title	Credit Hrs
Course Prefix	Number	Section	Title	Credit Hrs
Course Prefix	Number	Section	Title	Credit Hrs
Course Prefix	Number	Section	Title	Credit Hrs
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STUDENT SIGNATURE

I understand that my electronic signature carries the same legal weight and authority as my written signature.

Student Signature _____ Date _____ Student ID _____

COLLEGE OFFICIAL SIGNATURES

Advisor _____ Chair/Program Director _____

Date Received By Registrar's Office:	Registrar/Assistant Registrar:
<input type="checkbox"/> Copy of Form submitted to FA, VA, & Bursar	Date Processed: