



Petition for Course Withdrawal

INSTRUCTIONS: Use this form if you are withdrawing from a course(s) **after** the Voluntary Withdrawal Period. Fill in all applicable items and obtain your advisor and instructor’s decisions and signatures. If you are withdrawing from ALL your classes, Use the form titled “*Notice of Voluntary Course Withdrawal -OR- Complete Withdrawal From ALL Courses*”.

NOTE: A form is required for EACH class being petitioned to withdraw. Tuition and fees still apply. Contact the Financial Aid Office if you are expecting financial aid to determine if withdrawing will affect the amount you are awarded. The deadline to submit this completed form to the Admissions & Records Office is the last day of classes, which is the week before Finals Week. If you have not declared a major, the Counselors in the Student Center serve as your academic advisor.

Student Information				
Student ID#	Date		Semester	
Student Name	Last	First	MI	
Major	Contact# and email address			
Course Information				
Course Code	Title	Days	Times	Instructor
Reason for Withdrawal. Please check ONE reason which best applies:				
<input type="checkbox"/>	[C] Changed Mind	<input type="checkbox"/>	[D] Difficult Course	
<input type="checkbox"/>	[F] Financial	<input type="checkbox"/>	[IN] Lack Interest in Course	
<input type="checkbox"/>	[NT] Not a Prerequisite Course	<input type="checkbox"/>	[P] Lack Prerequisite	
<input type="checkbox"/>	[PS] Personal Matter	<input type="checkbox"/>	[TR] Transportation Problem	
<input type="checkbox"/>	[WK] Work Schedule			
<input type="checkbox"/>	[O] Other _____			
Required Signatures		Date	Decision	
Student:				
Advisor:			Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Instructor:			Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Remarks:				

Revised Dec. 2011