Withdrawal During Term

You must complete the Add/Drop form on the reverse side to complete the exit process.

First Name MI Last Name

Term: [ ] Fall [ ] Spring [ ] Summer

Year

Student ID Number

Last Day Attended Classes

Today’s Date

Your Major

Reasons For Withdrawal During Term:

[ ] Financial [ ] Medical [ ] Moving [ ] Personal

[ ] Academic [ ] Work [ ] Transferring to another school

Other _________________________________________________________________

Do you plan to register for the next term? [ ] Yes [ ] No

Please obtain the following signatures:
The withdrawal is not official until received, signed and processed by the Registrar’s Office.

_________________________ Date

Advisor

_________________________ Date

Librarian

_________________________ Date

Financial Aid

_________________________ Date

Housing Office

_________________________ Date

Business Office

_________________________ Date

Registrar’s Office (Exit Interview)

_________________________ Date

Student

Office use only:

Received by __________________________ Date __________

Print and Sign
FEES/REFUND POLICY: See the current fee schedule in the college catalog. All fees are due at the time of processing ADD/DROP FORM.

NOTE: No change is official unless the ADD/DROP FORM is received and signed by the Registrar’s Office.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Add/Drop</th>
<th>Advisor</th>
<th>Reason</th>
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</table>

Current Credits: __________  Financial Aid Office: __________  Date: __________
Drop Credits: __________  Registrar’s Office: __________  Date: __________
Add Credits: __________  Dean (over 16 credits): __________  Date: __________
New Credits: __________

I certify that all the information in this form is true and correct to the best of my knowledge

_____________________________  ______________________________  __________
Student Signature  Date

Office use only:

Received by ______________________________  Date ______

Print and Sign