



Withdrawal Form Administrative or Late Administrative

Use blue or black ink and **PRINT** clearly. Semester: **Fall** **Spring** **Summer** Year: _____

Student Name (Last, First, Initial)

Phone Number (_____) _____ - _____ Continuing New (or Returning)

Program/Major: _____ Student Email: _____

CRN (e.g., 11315)	Course Name / Number (e.g., Algebraic Foundations/Math 0083)	Type of Withdrawal
		<input type="checkbox"/> Administrative: Withdrawal of a student from a course, or courses, at any time for just cause, including for financial and disciplinary reasons, and under extenuating circumstances <input type="checkbox"/> Late Administrative: Students who experience serious extenuating issues (medical, impacts from natural disasters, severe family circumstances, etc.) after the last day for student-initiated withdrawal. Attach all supporting documentation for first three items on checklist below.

Student Checklist:

- Student must indicate the reason for needing the “W” grade:

<i>Conditions and Reasons caused by COVID-19</i>		<i>Conditions and Reasons NOT caused by COVID-19</i>	
<input type="checkbox"/> Course(s) too difficult for remote learning	<input type="checkbox"/> Sickness	<input type="checkbox"/> Major accident/injury	<input type="checkbox"/> Sickness
<input type="checkbox"/> Housing or Food Insecurity	<input type="checkbox"/> Job Loss	<input type="checkbox"/> Childcare/Family/Obligations	<input type="checkbox"/> Job Loss
<input type="checkbox"/> Computer Access	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Housing or Food Insecurity	<input type="checkbox"/> Other
<input type="checkbox"/> Childcare/Family/Obligations			

- I am aware that **Late Withdrawals** must be for ALL courses in the requested term. Incomplete contracts (“I-grade”) must be considered if circumstances are not severe enough to affect all courses in the term and/or the length of the entire term.
- I am aware that withdrawal(s) may impact financial aid.

Student Signature (required for Late Administrative Withdrawal and Drop)

Date

Dean of Student’s Program/Degree Plan OR Director of Dual Enrollment

Date

For Office Use Only:

Student Accounts (if applicable) Refund CODE

Date

Financial Aid Date

Registrar’s Office

Date