Hood College - Office of the Registrar

Request to Withdraw from Class after Drop/Add and Prior to the 12th Week.
Students may not withdraw from a class during the last four weeks of the semester.

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE STUDENT TO HAVE THIS FORM SIGNED BY THE APPROPRIATE FACULTY AND RETURNED TO THE OFFICE OF THE REGISTRAR IN PERSON.

Name: ___________________________ ID #: ____________________ Grad Mth/Yr __________ /

Course #: __________________________ Title: __________________________

# Credits: __________ Reason for withdrawal: __________________________________________

Signature of Student: __________________________ Date: ________________

Signature of Instructor: __________________________ Date: ________________

Effective Date: (Indicate date of last attendance) __________________________

Signature of Advisor: __________________________ Date: ________________

IS THE COURSE OF WITHDRAWAL:

_______ (499 or HON or HN) An Honors course?
Honors Program Approval: __________________________ Date: ________________

_______ (399) An Internship?
Career Center Approval __________________________ Date: ________________

WILL THIS WITHDRAWAL TAKE YOU BELOW 12 CREDITS?

YES ______ NO ________

IF YES, CHECK ALL THAT APPLY and OBTAIN THE CORRESPONDING APPROVAL:

______ RESIDENT Dean of Students (AD 203) __________________________ Date ________________

______ F1 VISA Elyas Abubakr, (PDSO) (Apple 1) __________________________ Date ________________

______ ATHLETE One of the following: Tom Dickman, Athletic Dir (Athletic Center 209); Dr. Terry Scott, Faculty Athletic Rep (HO260); or Jack Mehl, Advising & Support Service Coordinator (Athletic Center 216) __________________________ Date ________________

Before withdrawing, discuss alternatives with the instructor and your advisor.

• By withdrawing from this course, you may be extending the time needed to complete your degree
• Financial Aid implications could occur due to a course withdrawal. Consult the Financial Aid Office to review your financial aid package
• Convocation Honors eligibility requires completion of at least 12 credits per semester
• Athletics eligibility requires 12 credits and maintenance of a 2.0 cumulative GPA
• Dean’s list requires completion of at least 6 credits

Revised 08/24/2017
Guidelines for withdrawal from half semester classes:

Withdrawal after the first five days of class:
This period extends from the end of the 5-day drop/add period to no later than the end of the third week of classes. A grade of “W” will be recorded on the student transcript.

No withdrawal period:
A student may not withdraw from a half semester class during the last 1½ weeks of the class.