



# Course Withdrawal Form

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Please circle one term:*

WI    SP    SU    FA

Year: 20 \_\_\_\_

## Request to withdraw from the following course(s):

Course Prefix	Course Number	Course Name	Hours	Instructor Approval	Grade

## Policy 1051 states:

**"...A student may withdraw from and/or earn a grade of F or N in any given course only once. When a student enrolls in a course for the second time, the student must successfully complete and pass the course or be academically dismissed from the college. Repeating a course frequently results in unresolved schedule conflicts that lead to postponement of graduation. Therefore, all failed courses, or courses from which the student has dropped or withdrawn, must be repeated in the next term in which said courses are offered unless otherwise approved by the Office of Academic Affairs (OAA)."**

PLEASE NOTE: After Week 1, instructor approval is required for all classes from which a student withdraws. By withdrawing from a course and thus deviating from the standard quarter schedule, a student will extend his/her enrollment in the DC program by AT LEAST one quarter.

*By signing below, I understand and am in compliance with Policy 1051 as excerpted above. I further understand that dropping or withdrawing courses from my schedule may cause schedule conflicts and/or postpone my graduation date.*

\_\_\_\_\_  
Student Signature

*For office use only:*

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_