



## COURSE WITHDRAWAL REQUEST FORM

(AFTER ADD AND DROP PERIOD)

STUDENT ID # \_\_\_\_\_ QUARTER \_\_\_\_\_ YEAR \_\_\_\_\_

STUDENT NAME \_\_\_\_\_  
*Last First Middle*

Last Date of Attendance: \_\_\_\_\_

COURSE NO	COURSE TITLE	UNITS	SESSIONS ATTENDED	REFUND AMOUNT
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
			RECEIPT # _____	TOTAL: \$ _____

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

REASON FOR WITHDRAWING THE COURSES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT IS MEETING SAP REQUIREMENTS:  YES  NO; REQUEST IS DENIED

ASSOCIATE ACADEMIC DEAN \_\_\_\_\_ DATE \_\_\_\_\_

**ASSOCIATE ACADEMIC DEAN TO INFORM INSTRUCTORS OF STUDENT'S WITHDRAWAL FROM COURSES**

FINANCE OFFICER \_\_\_\_\_

DATE \_\_\_\_\_

RECORDED BY REGISTRAR \_\_\_\_\_

DATE \_\_\_\_\_