

All students must complete a DROP/ADD form.
An Official Withdrawal from College form will not be processed without the appropriate signatures and must be returned to Student Services Central immediately
From the date of initiation in order to officially drop your classes.

Section 1: Must Be Completed By Student

Name of Student	Student ID#:	Date:
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Address:

Semester	Program	Phone Number
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Student Reason For Withdrawing (Check One -- the most prominent)

<input type="checkbox"/> Employment(New or Change in Hours)	<input type="checkbox"/> Personal Financial Issues	<input type="checkbox"/> Financial Aid (FAFSA Issues)	<input type="checkbox"/> Transportation Issues
<input type="checkbox"/> Military Deployment	<input type="checkbox"/> Relocation	<input type="checkbox"/> Health Issues	<input type="checkbox"/> Academic Issues
<input type="checkbox"/> Transferring	<input type="checkbox"/> Family Issues	<input type="checkbox"/> Personal Issues	<input type="checkbox"/> Other

Comments:

I Intend to Return: Yes No F/T P/T Semester _____ Year _____

Student Signature:	Date:
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Section 2: To Be Completed by the Academic Advising Office

Date of Initiation:	<input type="checkbox"/> Degree Seeking	<input type="checkbox"/> Non-Degree Seeking
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Current Financial Aid Recipient or Applicant? Yes No If (NO) Financial Aid signature *not required*

Academic Advising Office Signature:	Date:
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All Federal financial aid recipients who withdraw or stop attending classes in the first 60% of the semester will have their federal financial aid recalculated (see College Catalog).

Section 3: To Be Completed by the Financial Aid Office

Current and/or Former Loan Recipient? Yes No Exit Interview done Y/N _____

FAO Signature:	Date:
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