

## Withdrawal Form

This form is used to officially drop **all** classes during the semester (from the 1st day of classes to the last day of classes) and constitutes a complete withdrawal from college. Mere absence from class does not constitute due notice of withdrawal.

Name: \_\_\_\_\_ BCCID#: \_\_\_\_\_

Major \_\_\_\_\_ Reason(s) \_\_\_\_\_ (On file in SS210)

**Directions for Withdrawal:** Begin process with your Department Chair/Chair Designee/Assigned Academic Advisor to complete a course drop form.

### Student Checklist (It is the student's responsibility to follow up with the following offices):

- 1. If you are receiving financial aid and/or loans, contact the Financial Aid Office, Student Services Building Room 111, to inform them of your withdrawal and to discuss the effects on your aid and/or loans.
- 2. Speak with the Student Accounts Office, SS-113, to understand your financial responsibility to the college as a result of withdrawing from your classes.
- 3. Complete a Drop Form and have it signed by your Advisor, Department Chairperson or Dean.
- 4. Discuss academic implications of withdrawal. Have this form signed by an academic advisor in SS-210. This person will also answer any questions you may have.
- 5. Other: \_\_\_\_\_

I understand that I must clear all outstanding financial obligations to the college (such as tuition and fees, Library fines, parking tickets, etc.) and that I will not be able to receive official transcripts until such obligations are met.

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

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

**Distribution:**

White - Registrar's Office  
 Green - Department/Division  
 Yellow - Financial Aid  
 Pink - Finance Office  
 Gold - Academic Advising