

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