WITHDRAWAL FROM CLASS FORM

☐ Spring ☐ Fall, 20___

This form is to be completed by a cadet planning to withdraw from a course(s) for the above term.

_____ _____ _____

Cadet # Last Name First Name

The course information required below can be found by selecting the following through your Self-Service Account: Self Service > Classes > Schedule.

CRN Ex: MATH 1113	**Class Name** Ex: College Algebra	**Instructor's Name** Ex: MAJ Alien	**Instructor's Signature**

Reason for withdrawal:

I understand the following:

1. The cadet must maintain 12 credit hours to stay full-time.
2. It is the cadet's responsibility to initiate withdrawal from one or more courses.
3. The cadet is responsible for returning this form to their Academic Advisor by the deadline published in the Academic Calendar.
4. The withdrawal is official only upon notification by the Registrar and/or your Academic Advisor.
5. A grade of "W" will be assigned to the course(s) and it is the cadet's responsibility to indicate the correct course(s) from which he/she is withdrawing.
6. Withdrawing from a course may have an impact on your **Financial Aid**.
7. Withdrawing from a course may have an impact on **Athletic Eligibility**.
8. Withdrawing from class(es) may postpone the cadet's **Graduation Date**.
9. Course withdrawals show up on the official academic transcript and count as part of attempted hours.
10. The Friday after posting midterm grades will be the last day to withdraw without a grade being included. After that Friday, a cadet will receive either a "WP" (pass) or "WF" (fail). A "WF" will affect your GPA. It is up to the instructor to determine which grade the cadet receives.

Cadet Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Coach Signature: _____ Date: _____

Approved by Registrar: ☐ Yes ☐ No Date: _____

Please allow 48 hours for processing. Once processed, you may view your withdrawal through Self-Service. You may still be stuck for absent class if you have not been officially withdrawn yet.