**COURSE WITHDRAWAL FORM**

STUDENT ID #: Click or tap here to enter your student ID.

Last Name: Click or tap here to enter last name. First Name:Enter first name. MI: MI.

|  |
| --- |
| Address: Enter your street address or PO Box #. |
| City: Enter city. | State: Enter state. | Zip: Enter zip code. |
| Email: Enter email address. | Home Phone: Enter home phone with area code. | Cell Phone: Enter cell phone with area code. |

SEMESTER and YEAR (*ex. Spring 2020*): Enter semester and year.

I am withdrawing from all classes: [ ]  YES [ ]  NO \*\*\*\* I am an NJ STARS student [ ]  YES [ ]  NO

(A grade of “W” is assigned the first 2/3 of the semester and carries no academic penalty; a “WP” or “WF” grade must be assigned in the last 1/3 of the semester, and “WF”s equate to an “F” in the GPA. Please consult the Academic Calendar for exact dates.)

Example: Student completes course details as in this example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Dept. Code | Section | Credits | Course Title | Grade | Instructor Signature |
| *ACC 101* | *W1* | *3* | *Principles of Accounting I* | *Completed by instructor* | *Completed by instructor* |

**Please complete for each course from which you are withdrawing:**

|  |  |
| --- | --- |
|  | **College Use Only** |
| **Course Dept. Code** | **Section** | **Credits** | **Course Title** | Grade (circle one) | Instructor Signature |
| Enter Dept. Code. | Enter section. | Enter credits. | Enter course title. | W, WP, WF |  |
| Enter Dept. Code. | Enter section. | Enter credits. | Enter course title. | W, WP, WF |  |
| Enter Dept. Code. | Enter section. | Enter credits. | Enter course title. | W, WP, WF |  |
| Enter Dept. Code. | Enter section. | Enter credits. | Enter course title. | W, WP, WF |  |
| Enter Dept. Code. | Enter section. | Enter credits. | Enter course title. | W, WP, WF |  |

**Reason for withdrawal: (Check one)**

[ ]  Instructor [ ]  Scheduling [ ]  Academic [ ]  Financial [ ]  Family/Personal [ ]  Other: Please specify reason for withdrawal.

Financial Aid: Students MUST meet with the Financial Aid Office prior to processing a withdrawal form if they are receiving any grants, loans, work-study, or Veterans Affairs benefits.

[ ]  Consulted with Financial Aid representative: FAO representative. Date: Click or tap to enter a date.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Processed By: Enter processor’s name. Date: Click or tap to enter a date.