

# COURSE WITHDRAWAL FORM

Completed form (signed and dated) must be submitted to the Registrar's Office.

Semester Withdrawing:      FALL 20 \_\_\_\_ WINTER 20 \_\_\_\_ SPRING 20 \_\_\_\_ SUMMER 20 \_\_\_\_

Student ID#: \_\_\_\_\_ Name: \_\_\_\_\_  
Last First

College Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

*Please refer to the Academic Calendar for the final date to withdraw from courses.  
 Note: A (W) grade will appear on the official transcript for courses from which a student withdraws.  
 No forms will be accepted after the deadline. Failure to properly withdraw from a course may result in a failing grade.*

### WITHDRAWAL INSTRUCTIONS

1. Speak with your Professor (Optional, but strongly recommended). Professor's signature is only required for course content difficulty.\* A signature from your Guided Pathways Advisor or Faculty Advisor is also acceptable if the withdrawal reason is course content difficulty. If you are taking an online course, we will accept an email from your instructor or advisor emailed together with this form. Again, only if you are withdrawing because of course content difficulty.
2. Are you a Veteran? If YES, meet with your Veteran's representative prior to withdrawing. Benefits may be affected by your withdrawal.
3. Are you receiving Financial Aid?
  - If YES, withdrawing from courses may affect your financial aid and a signature from a Financial Aid Representative is **required** prior to withdrawing from one or more courses.
  - If NO, please send this form to Tx-Records@tunxis.edu or you can drop it off at the Admissions Enrollment Center, Room 7-116.

CRN / Course Code (ABC*000) / Course Title	G.P. Advisor/Faculty Advisor/ or Professor Signature *	Financial Aid and/or Veteran's Representative Signature	Withdrawal Reason Code(s)

**Withdrawal Reason Codes** - Providing one or more reasons is optional.

<b>JS:</b> Job Schedule Conflict <b>HM:</b> Health/Medical Issues <b>FO:</b> Family Obligations/Childcare <b>MV:</b> Moving Away/Relocating	<b>CD:</b> Course Content Difficulty * <b>TM:</b> Too Many Courses <b>FD:</b> Financial Difficulties <b>NN:</b> Not Needed	<b>LI:</b> Lack of Interest in Course <b>TD:</b> Transportation Difficulty <b>PR:</b> Personal Reasons
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Other: \_\_\_\_\_

Do you plan to return? YES \_\_\_\_ Semester \_\_\_\_\_ NO \_\_\_\_ \* Note: Professor signature only needed for this reason.

**REFUND POLICY:** Refunds are NOT granted for withdrawals.

By signing below, I acknowledge and understand that I am withdrawing from course(s) and I assume financial responsibility according to the student refund policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Updated 3/2/2023) Processed on: \_\_\_\_\_ Staff initials: \_\_\_\_\_