



Withdrawing from Courses

Attention!!!

- Have a conversation with your professor **BEFORE** you withdraw
- This form is to be used to withdraw from one or more courses the day after the refund schedule ends- click for [refund schedule](#) if you are viewing this online
- Click here for [Withdrawal Dates](#) if you are viewing this online
- This form may be brought to the Records and Registration Office (SCC 220) or scanned and emailed to registrar@ccm.edu
- There is a **\$10.00 fee** per withdrawn course in accordance with the Tuition/Fee Schedule

Please Print: Name _____

CCM ID _____

Withdrawing from one or more of your classes may affect your financial aid and/or your enrollment status (ie: full time, part time, etc.). Please check with the Financial Aid Office before withdrawing!

Are you receiving Financial Aid (grants, scholarships, loans)? Yes (if yes, signature is needed below) No

Financial Aid Counselor _____

Are you a veteran? Yes No

Are you an athlete? Yes No

Please indicate (below) the appropriate semester/mini term for the course you are withdrawing from:

Semester: (check one) Fall Spring Summer Winter

Indicate Mini Term below next to course section:

16 week	14 week	10 week	8 Early	8 Late	5 Early	5 Late	4 week	3 week	2 week
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Term	Course #	Section #	Credits	Course Title	Rec and Reg Use Only

Are you withdrawing from all of your classes this term? Yes No

If you are withdrawing from all of your classes tell us why:

Dissatisfaction with CCM Employment Financial Medical Military Personal Other

Student Signature _____ Date _____

If this form was not emailed, completed/signed form must be turned in to Records and Registration (SCC 220) for processing!

Processed by/Date: Rec and Reg _____ Date Processed _____