



# Withdrawing from Courses

**Attention!!!**

- Have you had a conversation with your professor **BEFORE** you withdraw **YES NO**
- 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 should be scanned and emailed to [registrar@ccm.edu](mailto:registrar@ccm.edu)

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 YEAR \_\_\_\_\_

# of Weeks	Course # ENG 111	Section # 12345	Reason See Below	Course Title English Composition I	Records & Registration Use Only

**Why are you withdrawing? Choose one reason per course and indicate in the Reason Code column.**

- DISC** - Dissatisfied with Course
- EMP** - Employment
- FIN** - Financial
- MED** - Medical
- MIL** - Military
- PER** - Personal

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

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

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

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Processed by Rec and Reg \_\_\_\_\_ Date Processed \_\_\_\_\_