



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
- There is NO Refund, you will receive a "W" as your grade and it will not affect your GPA

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 - Concerns with the course content, instruction, format, or overall course experience

EMP - Employment - Work schedule, employment changes, or job responsibilities affecting your ability to complete the course

FIN - Financial - Financial challenges affecting your ability to continue the course

MED - Medical - Physical or mental health concerns affecting your ability to complete the course

MIL - Military - Military service, deployment, training, or other military obligations

PER - Personal - Personal or family circumstances, including caregiving, or changes in educational priorities

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!

Processed by Rec and Reg _____ Date Processed _____