



Drop/Withdrawal Form

Step 1:

Print Name: _____ Student ID #: _____

Last
First
Middle
Required

Withdrawing from all courses? Yes _____ No _____ Semester: Fall _____ Spring _____ Summer I _____ Summer II _____
Year
Year
Year
Year

Step 2:

Dept. / Course Number / Section	Course Title	Instructor Signature	*WDR Code

*Drop/Withdraw Reason Codes (to be completed by instructor only):

A. Institutional Reasons

2. Course content conflict
3. Administrative withdraw
4. Pre-Req not met
5. Course previously completed
6. Course not required for degree
7. NS not reported
8. Other _____

C. Personal/Health Reasons

1. Self – Pre-existing health condition
2. Immediate family
3. Self – New health condition
4. Moving out of ANC's service area
5. Immediate family death
6. Child care difficulties
8. Other _____

E. INET Reasons

1. No Internet access at beginning of term
2. Computer or software not compatible
3. Prefer classroom instruction
5. Difficulty submitting coursework
8. Other _____

B. Financial Reasons

1. Book/material costs
2. Lost internet access after term began
3. Family Responsibilities
4. Financial aid/scholarship not sufficient to cover costs of tuition & fees
5. Transportation problems
6. Unexpected personal expenses
8. Other _____

D. Employment Reasons

1. Began full-time employment after term started
2. Began part-time employment after term started
3. Change in current job hours
4. Job change/transfer
5. Loss of employment
6. Spouse changed employ.
7. Working too many hours
8. Other _____

G. Academic Reasons

1. I did not commit 6 hours outside of class preparing for this course
2. Change of degree/major
3. Lost/no Interest
4. Coursework too difficult/too fast pace
8. Other _____

Step 3: (All Signatures Required)

Financial Aid (Scholarship) Signature: _____ Date: _____

Advisor/Dean Signature: _____ Date: _____

Comments:

Student Signature: _____ Date: _____ Bal Due: _____

Office Use:

Code A3 (2013-2014 category H) = Administrative Withdraw

Received by: _____

Code 9 reflects Step 3 incomplete when received by Student Services

Date: _____