

COURSE WITHDRAWAL REQUEST

Office Use Only	
Signature _____	Date _____
# Cr. _____	

Instructions: Please print using a blue or black ink pen. Lean on a firm surface and press hard. Keep within the lines.

YEAR: 20 ____ Fall Spring Summer I Summer II Other

DATE: ___/___/___

NAME: _____

Last Name
First Name

I.D. # _____

ADDRESS: _____

City
State
Zip

PHONE: _____

Area Code
Telephone Number

RCBC EMAIL ADDRESS: _____

Do you attend: Full-Time Part-Time

Choose the statement which reflects your status after withdrawal.

Still registered for some courses.

Enrolling at another college _____
(Write in name)

Withdrew all courses but will return to RCBC next term.

Not planning to continue my education at this time.

Department	Number	Section	Course Title	Last Date Attended	Did you discuss this withdrawal with an advisor/counselor?	Reason for withdrawal, choose from list and fill in a number for each course. If other, please write in reason on the line below beside number 18.
Ex: ENIG	101	100	College Composition 1	9/10/11	<input type="radio"/> Yes <input checked="" type="radio"/> No	10 1 - Work schedule conflict 2 - Financial difficulty 3 - Childcare issues 4 - Military duty 5 - Change of major 6 - Family responsibilities 7 - Illness/medical reasons 8 - Cost/availability of texts 9 - Academically unprepared 10 - Course load too heavy 11 - Not doing well in class/failing 12 - Unable to keep up with class work 13 - Unhappy with course content/material 14 - Unhappy with instructor 15 - Instructor recommended withdrawal 16 - Technology not satisfactory for course 17 - Tested out of course 18 - Other _____
					<input type="radio"/> Yes <input type="radio"/> No	
					<input type="radio"/> Yes <input type="radio"/> No	
					<input type="radio"/> Yes <input type="radio"/> No	
					<input type="radio"/> Yes <input type="radio"/> No	
					<input type="radio"/> Yes <input type="radio"/> No	

What could RCBC have done to help you continue in the course(s)? Please print

- Withdrawing from a course will result in a 'W' grade on your transcript, which may affect your satisfactory academic progress.
- It is highly recommended that students considering this option consult Advising and/or Financial Aid prior to withdrawing.
- See current College Catalog / Registration for additional details on withdrawals.

Student Signature: _____