

College Class Withdrawal Form

Depending on the withdrawal date, you may be assigned a "W" ("withdrawal) or a "WF" (withdrawal failing) on your college transcript. In some situations, the withdrawal may not show at all, but typically the college will document one of these two "grades." Likewise, on your high school transcript, you may receive a "W" (no grade reflection) or a "WF" (reflects as a 59%) depending on proper withdrawal method and approval.

Student Name _____ Grade Level: 9 10 11 12

_____ Course Name and Number

_____ Last date of attendance

Place a checkmark beside the **primary** reason for withdrawing from each class.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Too time-consuming (L)	Too difficult (D)	Not doing well (PF)	Don't need (N)	Personal / life issue (P)	Other (O)*

*If response above is "Other" please give a brief explanation here:

Advocacy Action	Evidence:	College Liaison
The student contacted his/her instructor about concerns regarding receiving credit for the course.		Yes: _____ No: _____
Student has contacted the College Advisor / Counselor / Learning Lab Facilitator / Principal with regard to receiving credit for the course.		Yes: _____ No: _____

Student Signature _____ Date _____

PARENT/GUARDIAN SIGNATURE _____ Date _____

For Office Use Only:

Recommendation:

___ "W" on HS transcript ___ "WF" on HS transcript _____

School Counselor Signature _____ Date _____

___ "W" on HS transcript ___ "WF" on HS transcript _____

Principal Signature _____ Date _____

Processed by _____

Date _____

College Withdrawal Date: _____ Instructor or Student Initiated: _____

Additional Comments:

ARE YOU SURE?

We want you to be successful – **Check your resources before withdrawing!**

Talk with your instructor!

- If you think you are failing your class, talk with your instructor first. It never hurts to ask.
 - Your grade may not be as low as you think.
 - Your instructor might be able to help connect you with learning assistance or direct you to school/campus resources that can help you pass your class.
 - You might be able to work out arrangements to make up missed work depending on the circumstances.

Talk with an advisor and/or school counselor!

- These individuals can connect you with resources to help you be successful.
 - Your School Counselors can help you determine if withdrawing is the right choice. They can also help you access school and community resources to help you get through the challenges you are experiencing.
 - Assistance in the classroom: if you have extended test times or other help in high school, you may qualify for accommodations. Let us know that you may need assistance and we'll be happy to see what is available to you.

Make sure you know!

- Dropping a dual enrollment /dual credit course can reflect in the high school GPA and on your high school transcript as a failing grade (59%).
- Dual enrollment/dual credit college courses do affect eligibility for athletic participation and/or driver's license requirements.
- Receiving a 59% for a dropped college course could affect honor graduate status.

Have a conversation with your School Counselor before completing this form.

We want to make sure it's the best decision for you.