



COURSE WITHDRAWAL AFTER THE DEADLINE

This form should be used for requesting a withdrawal after seventy-five percent of a class has been completed and in cases of mitigating circumstances (beyond control of the student). Please attach any relevant documentation. Please refer to the Registration Information Calendar for withdrawal deadlines.

This form must be submitted, with documentation and signatures, no later than the last day of classes to the Registrar.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Semester \_\_\_\_\_

Last Name

First Name

MI

Student ID

Course Information

Last Date Attended

Reason(s) for withdrawal:

(please attach documentation, if necessary)

Four horizontal lines for providing reasons for withdrawal.

IMPORTANT NOTE ABOUT FINANCIAL AID AND VETERANS BENEFITS:

Current financial aid and/or veteran's benefits, as well as future eligibility, may be adversely affected by course/program withdrawal. You may be required to return funds already received. If you have any questions, please contact a Financial Aid counselor or the Veterans Certifying Official, located in the AE Building of the Elizabeth City campus.

Student Initial: \_\_\_\_\_

Student Signature

Instructor Signature

Date

[ ] Approved

[ ] Denied

Department Chair Signature

Date

[ ] Approved

[ ] Denied