



COURSE WITHDRAWAL FORM

This form should be used for Course Withdrawal after the refund period and prior to the completion of seventy-five percent of the class. A grade of "W" will be assigned. Please follow these steps:

- 1. Complete the Course Withdrawal Form
2. Obtain a signature and Last Day Attended (LDA) from the instructor of the course
3. Initial the Financial Eligibility section of this form
4. Submit the completed form to the Registrar—AE Building at the Elizabeth City campus

This form will not be accepted after the seventy-five percent withdrawal deadline. Please refer to the Registration Information Calendar for refund/withdrawal deadlines.

Date ____/____/____

Semester _____

Last Name First Name MI Student ID

Table with 6 columns: Dept. Name, Course No., Sect. No., Reason, Last Date Attended (Entered by instructor only), Instructor Signature & Date

Please Note: The signature below are not required if this form is filled out by the Course Instructor.

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 of the Veterans Certifying Official, located in the AE Building of the Elizabeth City campus.

Student Initial: _____

Student Signature

Date

Advisor Signature

Date

Processed by & Date