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 ____________________

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Student ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dept. Name</th>
<th>Course No.</th>
<th>Sect. No.</th>
<th>Reason</th>
<th>Last Date Attended (Entered by instructor only)</th>
<th>Instructor Signature &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 or 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