



WITHDRAWAL FORM

ADVANCE Center (Code & Name): _____

Student Name (First, Middle, Last): _____

Student ID# _____ Semester / Year _____

Please list all the courses from which you wish to withdraw

Course Title	Course Number

If a student misses the deadline to drop a class, he/she or she must fill out an official Withdrawal Form (Form V) and send it in to GS. No refunds will be available at that point. Also, the student isn't just removed from the class list, but must be assigned a grade by the instructor. There are 2 choices:

- WP** = Withdraw Passing - If the student was passing the class at the time he/she left
- WF** = Withdraw Failing - If the student was failing the class at the time he/she left.

Students are not permitted to withdraw from courses after two-thirds of the course is completed. Course length determines the final withdrawal date.

If no withdrawal form is received, the student will receive an F.

Local ADVANCE Director's Signature _____ Date _____

LATE WITHDRAWAL

If a student has missed the deadline for withdrawing from a course, but cannot continue due to an emergency or other extreme circumstances, then please explain the situation here. The GS-ADVANCE director will assess the situation and determine whether a WF or WP grade can be given.

Approved by GS-ADVANCE Director? Yes No

ADVANCE Director's Signature _____ Date _____