MARTIN COMMUNITY COLLEGE

WITHDRAWAL FORM

INTERNET CLASSES Students enrolled in ONLINE COURSES must email instructor(s) to inform them of their intent to withdraw and obtain last date of attendance or last date work was submitted. A copy of the instructor's response needs to be attached to this form in lieu of signature

STUDENT RESPONSIBILITY Students are responsible for completing this form and obtaining instructor(s) & advisor signature prior to submitting to the Registrar's Office.

To be officially withdrawn from course(s), this form must be received in the Registrar's office on or before the published ***Last Day to Withdraw. Failure to submit by deadline will result in a grade of "F".***

LAST NAME	FIRST NAME	MIDDLE	STUDENT IDENTIFICATION NUMBER
ADDRESS	CITY ST	ZIP	PHONE NUMBER
CURRICULUM			TERM ☐ FALL ☐ SPRING ☐ SUMMER YEAR ____ PLACE ✓ IN THE APPROPRIATE TERM BOX AND ENTER YEAR

WITHDRAWAL

DROP CODE	COURSE PREFIX	COURSE NUMBER	SECTION NUMBER	CREDIT HOURS	COURSE TITLE	INSTRUCTOR SIGNATURE	DATE LAST ATTENDED

***DROP REASON:** (NA) - NEVER ATTENDED (W) - WORK SCHEDULE (G) - GRADES (I) - ILLNESS
(T) - TRANSPORTATION (C) - CHILD CARE (F) - FINANCIAL REASONS
(DI) - DISSATISFIED WITH INSTRUCTOR/COURSE (L) – COURSE LOAD TOO HEAVY
OTHER _____

SIGNATURE OF ADVISOR _____

SIGNATURE OF STUDENT _____

SIGNATURE OF REGISTRAR'S OFFICE STAFF _____ **DATE** _____

cc: Financial Aid Registrar's Office Advisor Instructor Student

S:\registrar's office\forms

Revised: 11-07-2017