Withdrawal form

This form is to be completed by students who are dropping a course or courses after the drop and add period.

Student ID Number: __________________________  Trimester: __________________________

Student’s Name: _______________________________________________________________

(Please Print)

Contact Number: _____________________________  E-mail: ____________________________

Reason (s) for Withdrawal:

- □ Changing program
- □ Illness
- □ Poor grades
- □ Difficult work schedule
- □ Family responsibilities
- □ Other (please specify) __________________________________________________________

Please print the information requested in the boxes below

<table>
<thead>
<tr>
<th>CRN</th>
<th>SEC</th>
<th>Course Title</th>
<th>WP, WP, W</th>
<th>Signature of Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS101</td>
<td>01</td>
<td>Introduction to Information Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2nd - 4th week  W (Withdraw)
4th - 8th week  WP or WF (Withdraw passing or withdraw failing)
9th - 12th week I (Incomplete)

If the withdrawal is during any of the above-mentioned periods students should do the following:
- Sign the form
- Obtain Bursar’s Signature
- Return form to Registrar's Office

This form is kept in the registrar’s office

_________________________  ______________________________
Student Signature      Date

_________________________  ______________________________
Registrar Signature      Date

_________________________  ______________________________
Bursar Signature                   Date