



Drop/Withdrawal Form

Complete this form (sections in bold should be completed by each of your instructors) and return to the Records Office

STUDENT ID# or SS# (last four digits) _____ SEMESTER: Fall Spring Summer 20____

LAST NAME: _____ FIRST NAME: _____ MIDDLE: _____

COURSE	NUMBER	SECTION	TITLE	CR HRS	INSTRUCTOR SIGNATURE	DATE SIGNED

Official Withdrawal – Initiated by Student (check one)

- Changed Mind
- Course Too Difficult
- Financial
- Personal
- Changed Program
- Death in Family
- Goal Met
- Relocation
- Child Care Problems
- Dissatisfied (Instructor)
- Illness
- Transfer
- Course Load Too Heavy
- Employment
- Military Deployment
- Transportation
- Course Not What Expected
- Excessive Absences
- Misadvised

Other: Please Explain. _____

If you were to start college all over, would you choose to attend Isothermal? (Circle one) YES NO NOT SURE

****By signing this form, you agree that you understand how dropping classes after the first day of the semester may affect your financial and academic records****

25% PENALTY: Students who make schedule changes during the Schedule Adjustment period are subject to a charge of 25% of the cost of any class dropped when a class of equal or more credit hours is not added at the same time. Students must drop/add during the same session to avoid the charge. If the charge occurs due to an advisor/college error, the college official must notify the Business Office to correct the error.

Student Signature Date

Advised student to meet with Financial Aid

Advisor/Academic Dean Signature (Required) Date

Administrative Withdrawal – Initiated by Instructor (check reason)

- Excessive Absences
- Other (please explain): _____

Instructor Signature Date

Recorded by Records Office Date