

WITHDRAWAL FORM



Last Name First Middle

Student ID Number

Permanent/Home Address

Primary Curriculum/Major

City State Zip

Semester Year

Telephone

Expected Return: Semester/Year

E-mail address

My reason(s) for withdrawing from MVCC: _____

NOTICE: WITHDRAWING FROM CLASSES DOES NOT RELIEVE YOU OF ALL FINANCIAL OBLIGATIONS TO MVCC. CONTACT THE BUSINESS OFFICE TO DETERMINE IF THERE IS ANY BALANCE DUE.

IF YOU RECEIVE ANY TYPE OF FINANCIAL AID:

Withdrawal may affect your payment of financial aid this semester. It may also affect your eligibility for financial aid in the future. If you have any questions, please contact the MVCC financial aid office.

WITHDRAWAL GRADES WILL BE ASSIGNED AS FOLLOWS:

1. Official withdrawals received by the Registrar prior to the end of the third week of classes will result in the courses being deleted from the student's record for that term.
2. Official withdrawals received by the Registrar after the third week of classes and prior to the last day to withdraw (see academic calendar at www.mvcc.edu) will be graded "W".

The above deadlines apply to full semester classes. Deadlines for classes with other durations will be prorated as closely as possible to these. Students who do not officially withdraw from a course are not eligible for grade of "W". These students will be graded by the instructor on the basis of the students' fulfillment of course requirements. In special circumstances (i.e. regarding discipline, illness, etc.), the above may be waived by the Vice President for Learning and Academic Affairs.

Student Signature

Date

OFFICE USE ONLY

WITHDRAWAL CODE _____ Withdrawal from Mohawk Valley Community College effective on: _____

Date

Withdrawal Description & Code

Academic Problems	A	Medical Leave of Absence	MLA
Change in Career Plans	C	Other	O
Deceased	D	Problems at Home	P
Employment Opportunity	E	Personal Temporary Setback	Q
Financial Problems	F	Relatives (family problems)	R
Hospitalization	H	Sickness in Family	S
Illness (personal or family)	I	Transfer to Another College	T
Leaving the Area	L	Transportation Problems	X
Military Service	M	Conflict between Job & College	Y

Financial Information
 ___ Business Office
 ___ Financial Aid
 ___ Tuition Appeal

Academic Information
 ___ Grade Change

Steps to Re-Enroll

Residence Hall Student (Students MUST be ready to leave campus once withdrawal is processed)
 Checked out on: ___/___/___

Student Athlete **Admissions** **Receiving Veteran's Benefits**
 Met W/ Coach: ___/___/___ (Prior to the 3rd week of classes) MUST Meet with Vet. Ed. Coord.

Staff Comments:

Staff Signature: _____

Date: _____

LATE WITHDRAWAL:

Signature of either Associate Dean for Student Development and Transition Services, the Associate Dean for Enrollment and Advisement or VP for Learning and Academic Affairs required for late withdrawal (after the official withdrawal date).

Late Withdrawal Approved Late Withdrawal Denied

Signature _____

Date: _____

Comments:

Registrar's Comments:

Date: _____

REGISTRAR'S USE ONLY