

PETITION FOR COURSE WITHDRAWAL

INSTRUCTIONS: Use this form if you are withdrawing from a course(s) after the Voluntary Withdrawal Period. Fill in all applicable items and obtain your advisor and instructor’s decisions and signatures. If you are withdrawing from ALL your classes, Use the form titled “Notice of Voluntary Course Withdrawal –OR- Complete Withdrawal From ALL Courses”.

NOTE: A form is required for EACH class being petitioned to withdraw. Tuition and fees still apply. Contact the Financial Aid Office if you are expecting financial aid to determine if withdrawing will affect the amount you are awarded. The deadline to submit this completed form to the Office of Admissions & Records is the last day of classes, which is the week before Finals Week. If you have not declared a major, the Advisors in the Student Success Center serve as your academic advisor.

STUDENT INFORMATION		
UOG ID No:	Date:	Semester:
Student Name: Last First MI		
Major/ Degree Program:	Contact No.:	Email Address:

COURSE INFORMATION				
Course Code	Title	Days	Times	Instructor

REASON FOR WITHDRAWAL *Please check ONE reason which best applies:*

<input type="checkbox"/> Changed Mind <input type="checkbox"/> Financial <input type="checkbox"/> Not a Prerequisite Course <input type="checkbox"/> Personal Matter <input type="checkbox"/> Work Schedule	<input type="checkbox"/> Difficult Course <input type="checkbox"/> Lack of Interest in Course <input type="checkbox"/> Lack Prerequisite <input type="checkbox"/> Transportation Problem <input type="checkbox"/> Other _____
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REQUIRED SIGNATURES

Student: _____ <small style="margin-left: 100px;">Print Name and Signature</small>	_____ <small style="margin-left: 100px;">Date</small>	Financial Aid Director: _____ <small><i>Only if receiving a financial aid award</i></small>
Instructor: _____ <small style="margin-left: 100px;">Print Name and Signature</small>	_____ <small style="margin-left: 100px;">Date</small>	FAO Veterans Affairs: _____ <small><i>Only if Veteran receiving benefits</i></small>

Remarks: _____

OFFICIAL USE ONLY

Date received & processed: _____ Processed by.: _____ Initials: _____