

Student

Simpson ID

Cell Number

Advisor

Instructor

***An error will occur if no Advisor or Instructor is entered.

During this term, I am a student athlete. Yes No

Important Information:

- This form is for withdrawing from a course.

Student, by checking this box and typing your name below, you have created an electronic signature on behalf of the course head with this information.

Submit

For Instructor Use Only

State of

Last D

Attend

Initiated by the student.

This is not to be used to drop a class. Students can drop online during the 5 days Add/Drop period.

Instructor may approve or deny the student's request. If the instructor denies the request, please type in a rationale statement for the student on why it was denied.

The student's advisor will not sign off on the form, but will be notified via email once the withdrawal has been denied or approved.

If the instructor denies the request and later decides to approve it, the instructor can reopen the form and change the status to Approved.

Forms submitted by the student that are date stamped ____the end of the Withdrawal period will not be processed by the Registrar's Office. The student will need to submit an Academic Petition. The student may be charged \$50.00 for late withdrawal if their petition is approved.