



Course Withdrawal Request

Withdraw Policy

All students should refer to the College Catalog and Academic Calendar for more information and deadlines. Any questions regarding financial responsibility should be directed to the Enrollment Service Center. Implications regarding federal financial aid may apply.

Withdraw (W): A student may withdraw from a course(s) with a grade of W, between the end of the drop period and the end of the 6th week for 8-week courses and the end of the 12th week for 16-week courses. Financial liability is not reduced when a student withdraws from a course.

Withdraw Excused (WE): If, due to **extraordinary circumstances**, a student wishes to withdraw, then a grade of WE (Withdraw Excused) may be requested at any time during a session. A request for a grade of WE must be accompanied by a letter from the student explaining the extraordinary circumstances. In addition, substantiating documentation must be provided. A grade of WE is not automatic and is subject to review and approval.

Please refer to the Undergraduate or Graduate Catalog for more information on procedures, financial responsibility and deadlines. Any questions regarding financial responsibility should be directed to the student's campus or the Enrollment Service Center.

16-WEEK SEMESTER: ☐ FALL ☐ SPRING

8-WEEK SESSION: ☐ Early Fall ☐ Late Fall ☐ Early Spring ☐ Late Spring ☐ Early Summer ☐ Late Summer

_____/_____/_____/_____
COLLEGE ID # LAST NAME FIRST NAME MIDDLE INITIAL

☐ Withdraw (W) request ☐ Withdraw Excused (WE) request (Attach the required documentation.)

List courses for withdrawal:

_____/_____/_____/_____	_____	_____
Dept & Course # Section	Course Title	Instructor name
_____/_____/_____/_____	_____	_____
Dept & Course # Section	Course Title	Instructor name
_____/_____/_____/_____	_____	_____
Dept & Course # Section	Course Title	Instructor name
_____/_____/_____/_____	_____	_____
Dept & Course # Section	Course Title	Instructor name
_____/_____/_____/_____	_____	_____
Dept & Course # Section	Course Title	Instructor name
_____/_____/_____/_____	_____	_____
Dept & Course # Section	Course Title	Instructor name

IMPORTANT: If withdrawing from all courses in the session, please complete the following questions.

When do you plan to continue your coursework at Columbia College? *If Unknown or Not Returning are selected, you will be dropped from all course enrollments in the upcoming session(s). (PLEASE NOTE: A SEPARATE DROP FORM IS REQUIRED.)*

☐ Next Session ☐ Unknown Return Date ☐ Not Returning

Are you withdrawing from all of your courses for any of the following reasons (select one)?

☐ Military/Active Duty (**Circle one:** Service Member or Dependent) ☐ Foreign Aid Service ☐ Official Church Mission ☐ N/A

Student Signature/ Date

Advisor Signature/ Date (Day campus only)

Campus Representative Signature (CC Global) / Date

Additional signatures required below for Withdraw Excused (WE):

[] Approved [] Denied Comments:

Dean's Signature: _____ Date: _____