KALAMAZOO COLLEGE

COURSE WITHDRAWAL FORM

OFFICE OF THE REGISTRAR
269-337-7204

ID: ___________ Name__________________________________________________________

(Please Print – Last, First, Middle)

Quarter: FA WI SP Year __________

Advisor Name: _________________________________ Class Standing: VI FR SO JR SR

[Circle One]

€ International Student? Visa Type: F-1 J-1 Other ________

[Circle One]

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<table>
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<tr>
<th>Course/lab #</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor (Please Print)</th>
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IMPORTANT

A course withdrawal (W grade on the transcript) may affect your timely degree progress, financial aid, visa status, athletic or health insurance eligibility, as well as your academic standing if you are on final probation.

Please check:

☐ Have you talked to the instructor about your status in the course and whether this withdrawal is in your best interest?

☐ Have you talked to your advisor about the factors leading to this withdrawal, how you will address similar issues in the future, and how you will make up the unit?

☐ Have you researched whether this withdrawal will affect your financial aid? (see reverse)

☐ If you are an intercollegiate athlete, have you talked to your coach(es) about this withdrawal?

Coach(es): _________________________________________________ (Please Print)

☐ If you are an international student, have you already met with the CIP to request a reduced course load? This must be done before you submit this form to the Registrar.

CIP Staff Member Name: ____________________________________________ (Please Print)

YES  NO

☐ ☐ Is this a course you must repeat? (may have implications on financial aid)

☐ ☐ Does this course have sequencing implications for your program of study?

☐ ☐ Will this affect the number of units you need to be eligible to study abroad as a junior (must have 17 units before fall of junior year)?

☐ ☐ Will this affect your ability to graduate on time?

☐ ☐ Are you on financial aid probation?

☐ ☐ Are you on final probation this quarter?

Required Signatures

Student’s Signature: ___________________________________________ Date: _________

Advisor’s Signature: ___________________________________________ Date: _________

Instructors may prevent course withdrawals while investigating, or after having determined, a violation of academic integrity.

Revised 5/23/11
Implications of Course Withdrawal

The responsibility for understanding the implications of underloading for a term or withdrawing from a course ultimately falls on the student. This information is intended to assist you in making a good decision.

International students are responsible for maintaining their own visa status while in the U.S., which includes enrollment in at least 2.4 units per term.

Generally, all students should discuss the choice to withdraw with an advisor or the Registrar to make sure they understand how this withdrawal may or may not impact their opportunity to graduate on time or meet any other academic conditions.

Students withdrawing below two full-time courses need permission from the Dean of Students.

Students receiving any form of financial aid should review the College’s policy on Financial Aid Satisfactory Academic Progress. If clarification of the policy is required, speak with a representative of the Financial Aid Office.

Also, if you are a student-athlete, discuss this choice with your coach to be sure you will continue to be eligible to participate.

Some instances that require special consideration:

1. Students who are on “probation” for Financial Aid Satisfactory Academic Progress.

2. Students who are on probation for Financial Aid Satisfactory Academic Progress must complete 3 full unit courses; therefore, underloading, dropping, or withdrawing from a course at any time in the quarter will result in cancellation of their financial aid eligibility for the next quarter. Students who are placed on financial aid probation are notified by letter and email from staff in the Financial Aid Office. If you have any uncertainty about your financial aid status, it is best to meet with a financial aid staff person to discuss your status.

3. Student on Academic Probation of any kind.

   Speak to Zaide Pixley or your advisor before withdrawing.