



THE COUNCIL OF INDEPENDENT COLLEGES

Course WITHDRAWAL Form

See Host Institution's Important Dates for details

Students withdraw from classes through the HOST Institution's Registrar's Office. Course withdrawals (i.e. drops) do not appear on the permanent record if the student withdrew (i.e. dropped) on or before the end of the 4th week of the semester. From this time to the end of the 11th week, a student can exercise a course withdrawal. **Students submitting a course withdrawal form after the end of the 11th week of the semester receive a grade of WF, which is calculated into the student's grade point average as though it were an F.**

Name: _____

Phone: _____

Student ID: _____

Course ID (e.g.AC 101): _____ Course Title: _____

Student Statement: I wish to (drop, withdraw) from the course listed above for the following reason:

Last Date of Attendance: _____

Student Signature: _____ *Date:* _____

Home Institution Advisor Signature: I believe this (is, is not) advisable because:

Advisor Signature: _____ *Date:* _____

(AFTER LAST DAY TO DROP) Instructor Statement: I believe this (is, is not) advisable because:

Last Date of Attendance: _____

Instructor Signature: _____ *Date:* _____

The United States Department of Education considers students to have "earned" failing grades if they participated in class beyond the 60% point of the course's schedule meeting time. For regular semesters, the 60% point is the end of the ninth week of classes.



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*If a student stops attending prior to the 60% point and they do not officially withdraw from the course, the resulting failing grades are considered "unearned."
To aid in compliance, Elizabethtown College will require faculty to enter a best-estimate "last date of attendance" for any grade of "F" they enter during the grade entry submission process at the end of each semester. This date allows the college to compute the portion of each student's financial aid that must be returned to the federal government. Return of aid is required for any student who stopped attending prior to the 60% point of the semester. These students are considered to be "unofficially withdrawn" from the course.*

FOR REGISTRAR'S OFFICE USE ONLY -- DO NOT WRITE BELOW THE LINE

DATE /TIME RECEIVED: _____

Host Institution Notified: _____

Home Institution Notified: _____

Instructor Notified: