

COURSE WITHDRAWAL FORM
Simpson College Office of Academic Affairs

Student's Name _____ I.D. _____

Cell or Phone Number _____ Email address _____

Student's Signature _____ Date _____

Directions:

1. This form is for withdrawing from a course between the end of the drop period and the last day to withdraw. To drop a class during the drop period, use the online registration system instead of this form.
 2. If you drop below 12 credits during the fall or spring semesters, you risk losing financial aid and/or risk losing athletic eligibility. Consult with the appropriate offices before submitting this form for specific information.
 3. The advisor approval is not required, but the advisor's signature is required to verify that the student consulted with the advisor. The signature does not indicate approval.
 4. The instructor's approval is not required, but the instructor's signature is required to verify that the student consulted with the instructor. The signature does not indicate approval. If the instructor is not available, see the department chair.
 5. The Business Office signature is to verify that changes in billing have been considered.
 6. Submit this form with all signatures to the Registrar's office before the last day to withdraw.
 7. The last day to withdraw is posted online in the Academic Calendar. An Academic Petition is needed to withdraw after that date.
 8. To withdraw from the institution, contact Student Development.
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Course Information					Instructor Signature
Term	Dept.	Num.	Section	Title	

Advisor's Signature _____ Date _____

Business Office Signature _____ Date _____