



Date: _____
Semester: _____

Withdrawal Form
*Please print clearly

Student's Name _____ CWID _____
Last First

Address _____ Date _____
Street City State Zip

Daytime Phone (_____) _____ E-mail _____

Reason for withdrawal (**Required**):

Please use back if extra space needed

Last date of Class Participation*: _____
(REQUIRED FOR PROCESSING)

_____ I will return in a future semester.

_____ I will NOT be returning.

Class Schedule

CRN/Subject/Course/ Section	CRN/Subject/Course/ Section	CRN/Subject/Course/Section
Example :40301/ ENG 1301/ 001		

**Withdrawals will be reflected with the date listed as Last date of Class Participation, but please allow 24-48- hrs. for processing. Withdrawals can be confirmed through your MyLEO under "Registration History". This is a withdrawal from the semester, not the university. This action must be taken by the date stated in the Academic Calendar as the last day to withdraw. It is the student's responsibility to withdraw from classes if they do not plan to attend during the semester in which they have enrolled. When a withdrawal is processed, you will have no remaining courses and no credit hours for the current term. Courses withdrawn will count toward attempted hours and toward the 3-peat, 45/30 hour rules. Withdrawals do not count toward the 6 drop rule. (These rules only apply toward undergraduate students.) Students who have completed a course within a regular term (sub term courses) and have previously received a grade are not eligible to withdraw. The remaining courses will be processed as drops.*

Student Signature Required _____

*Students receiving any of the services below must have approval and obtain applicable signatures to withdraw. A withdrawal can affect your financial aid. It is your responsibility to contact the appropriate offices below and secure approval (if applicable).
Withdrawals will NOT be processed without all applicable approvals. Students receiving refunds may be required to return some, if not all, of the funds if withdrawing. The date the withdrawal form is initiated will determine the amount that may need to be repaid.

Financial Aid (Fax: 903-886-5098) _____

Housing (Fax: 903-886-5794) _____

Bursar's Office (Fax: 903-886-6048) _____

UC College (Fax: 903-468-6077) _____

International Students Office (Fax 903-438-3200) _____
(Required for International Students Only)

Athletics Office-Judy Sackfield (Fax 903-438-3033) _____

<i>Registrar's Office Use Only</i>	
Form Sent to FA	_____
Form Sent to Housing	_____
Special Funding	_____
E-mailed Advisor	_____
Non-pay Student	_____