



Request to Withdraw from All Classes

Date received by Student Service Center. (Refunds and financial aid will be determined by this date.)

Information must be printed or typed in black or blue ink. (Penciled forms will not be accepted.)

Today's Date: _____ Semester: _____ Academic Program: _____

Last Name _____ First Name _____ M.I. _____

Student ID: _____ Home Location: ___ Union ___ Rolla ___ Sullivan ___ Washington ___ Warrenton

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Reason for withdrawing: (Check all that apply.)

- Change in employment schedule
- Lack of educational goal
- Transitioning back to workforce
- Not academically prepared for college
- Not Familiar with Technology
- Health Concerns
- Had to get a job
- Moving from area
- Military requirements
- Personal or family stress
- Dissatisfied with classes/college
- Lack of financial aid
- Financial Concerns
- No Access to Technology

Comments: _____

<u>Dept</u>	<u>Course #</u>	<u>Section</u>	<u>Course Title</u>

Required Signatures:

Student: _____ Date _____

Student understands failure to submit this form in a timely manner may result in an administrative withdrawal or failing grade. Student understands changes in enrollment may affect one or more of the following: Scholarship, federal grant status, or availability of other financial aid status • Co- or pre- requisite status for other courses • Program length • Private health insurance • Other enrollment-based status either contracted with the East Central College or third party

Advisor: _____ Date _____

Advisor signature indicates only that student has been aware of effects this petition may have on his/her ECC academic program.

Financial Aid Office: _____ Date _____

Business Office: _____ Date _____

(When appropriate, student will be given a copy of their outstanding account balance.)

Submit completed form to Student Service Center, East Central College, 1964 Prairie Dell Road, Union, MO 63084. Classes withdrawn prior to the end of the fourth week of classes in the fall or spring will not be recorded. Classes withdrawn prior to the withdrawal deadline printed in the course schedule will receive a W grade. Summer dates are prorated.