



Withdrawal Request Form

Spring _20_____ Summer _20_____ Fall _20_____

Student Name: _____ **Date of last class attended:** _____

Student ID: _____ **Student Email:** _____

Please select the reason for requesting the Withdrawal

A. Medical	G. Course too difficult
B. Excessive course load	H. Not doing well in class
C. Employed too many hours	I. Missed too many classes
D. Financial	J. Difficulty with the Professor
E. Death in the Family	K. Personal/Other _____
F. Changing Major	

- Are you currently registered for future terms? Yes No
- If yes, do you wish to stay in those courses? Yes No
 - If no, do you plan on registering next term? Yes No

If you answered no to either secondary question, you will need to reapply for future enrollment.

I understand that withdrawing from the university may affect my financial aid refund and I may be responsible for returning a portion of the funds. _____ (initials)

I understand that withdrawing from the university may affect my Veteran Education Benefits and I may be responsible for returning the overpayment. _____ (initials)

I understand that any refund (if applicable) will be based on the refund policy as set forth in the catalog and is in accordance with the mandates of the State of Texas. _____ (initials)

A student withdrawing from the university is responsible for returning all university property such as, lab equipment, library books, and military equipment. You will also lose access to Warrior Web and any MyCT accounts immediately.

Withdrawals on or before the Last Day to Drop a Course will result in all courses being graded as a “W”. Withdrawals after that date will result in a “WF” for all courses. An appeal can be made to the instructor of record to get a grade change from a “WF” to a “W” if the student feels that he/she was passing at the time of the withdrawal.

NOTE: If a student has received a grade for the semester, the student is not allowed to withdraw from the remainder of his/her courses. The student must contact the instructor to determine how to best complete the course requirements.

Student Signature

Date