

# OFFICIAL WITHDRAWAL FORM

Semester \_\_\_\_\_ Year \_\_\_\_\_

Student (please print) \_\_\_\_\_ Student ID \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Request the instructor for each course to assign a grade (if applicable—see below) and to sign his/her name in the appropriate column.

Dept	Course #	Section #	Credit Hours	Course Title	Instructor's Signature	Grade

**Instructions to Students**

1. Please indicate reason for Withdrawal (*use codes below*): \_\_\_\_\_

EM – Employment	FI – Insufficient Financial Aid	ML -- Military
ED – Loss of Emp (Parent/Spouse)	FL – Loss of Lottery	MS – Medical Student
ES – Loss of Employment_Student	FS – Loss of Scholarship_Others	OT -- Other
ET – Job Transfer	FV – Loss or Denied VA Benefits	RL -- Relocating
FD – Financial Aid Denied	MF – Medical Family	

2. First time freshmen must meet with the Academic Alert Coordinator prior to completing the withdrawal process. The signature of the Academic Alert Coordinator is required in order to process the withdrawal. Please call 931-221-6555.

\_\_\_\_\_  
Academic Alert Coordinator's Signature (*required for first time freshmen*)

3. Athletes must meet with the Athletic Department prior to completing the withdrawal process. The signature of the Athletics' Department is required in order to process the withdrawal. Please call 931-221-6119.

\_\_\_\_\_  
Athletic Department (*required for all athletes*)

**Note:** If you are a freshmen and an athlete, signatures are required from both Athletics and the Academic Alert Coordinator.

**Instructions to Faculty**

1. After first day of classes until the 14<sup>th</sup> day of classes student may withdraw without record. No grade is applicable.
2. After the 14<sup>th</sup> day and until the last published date to withdraw with an automatic grade of "W," these students are to receive a "W."
3. After the last day to withdraw with an automatic grade of "" and prior to the mandatory "F" date, please indicate in the column following your signature the grade to be awarded: "W", "F", or "FA" at the discretion of the instructor. A grade of "F" or "FA" should be given when the student is failing at the time of withdrawal. If grade of "FA" is appropriate, please go to AP Self Service and report online.
4. Dropping during the mandatory "F" period must be approved by the Dean of the College in which the course is offered.

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office of the Registrar Use Only</b>	% Refund _____	Calc'd _____	Initial _____	Date _____
<i>--Revised 3/23/09</i>				