



# Course Withdrawal

Office of the Registrar

1409 Walnut Grove Avenue, Rosemead, CA 91770

phone 626-571-8811 ~ fax 626-571-1413

Use this form if you are dropping one or more, but not all, of your scheduled classes after the Add/Drop period closes. If dropping *all* scheduled courses, use a Program Withdrawal form.

Submit approved form to Registrar's Office. If you receive aid or scholarships, consult with Student Finance before dropping any courses as this may affect your eligibility.

If a course is dropped prior to the posted last day to withdraw, a W will be posted to your record. If dropped after this date, a grade of FW will be posted to your record. FW is calculated as an F in your grade point average.

Students on F-1 Visas must maintain full-time enrollment throughout the term to maintain status.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Other Name(s) Used: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program (include degree level, if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Course Code & Title: \_\_\_\_\_ Course LDA: \_\_\_\_\_

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Reason for Withdrawal:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL Students *Please obtain the following approval(s)***

Undergraduate Advisor / Graduate Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**If you answer "Yes" to either of the following, *obtain the corresponding approval***

Are you an F-1 Student?      No      Yes      If Yes, \_\_\_\_\_  
International Student Advisor Signature

Do you receive Financial Aid?      No      Yes      If Yes, \_\_\_\_\_  
Financial Aid Officer Signature

Office of the Registrar      Date Received \_\_\_\_\_      Date Processed \_\_\_\_\_      Processed By \_\_\_\_\_

Effective Date: \_\_\_\_\_      LDA [Term]: \_\_\_\_\_      SAP Status: \_\_\_\_\_

Comments: