



WITHDRAWAL FORM

This form is intended for a student to withdraw from their final course or courses after the drop/add period of the full term semester they are attending. The default grade of "W" is extended from a withdrawal unless deadline has passed. Withdrawing from class may affect your time to complete your program. Failure to formally withdraw from classes may result in a failing grade and/or adversely affect financial aid. **This form cannot be used to request withdrawals from past semesters or years.**

Students will need to attend the appointments and attain the appropriate signatures.

Student's Full Name: _____	Student ID#: _____
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Step 1: Course(s) to Withdraw From. Note: Please confirm with the academic calendar or your academic advisor the W/WP/WF deadline. After the "W" deadline, an instructor signature and grade is required.

Term _____

Course Number	CRN	Course Title
Example: ENGL 1101	20365	English Composition I

Step 2: Program/Academic Advising Appointment. Review Support Options & Withdrawal Deadline.

Date of Appointment	Program/Academic Advisor Name	Program/Academic Advisor Signature

Step 3: Financial Aid Counseling Appointment. Review Financial Aid Impact.

Date of Appointment	Financial Aid Counselor Name	Financial Aid Counselor Signature

Step 4: Instructor Grade/Signature (Required if after "W" grade deadline). Only grade of WP or WF eligible.

Instructor Name	CRN	Grade	Instructor Signature

Step 4: Provide Signature.

I acknowledge that I may be personally liable and responsible for the tuition and/or associated fees of the course(s). I understand that withdrawing from the course(s) may affect future financial aid and/or lengthen the time to complete my program. I am aware of support offices and resources at Athens Technical College that I may be able to access in order to achieve my academic goals.

Student's Signature _____ Date _____

For Internal Use Only

ATC Staff Validation _____ Valid Photo ID presented/included

Print Name and Provide Signature