



# EC and HACC DUAL Admission Course Drop/Withdrawal Form



Students withdraw from classes through the Office of Registration and Records.

Course withdrawals do not appear on the permanent record if the student withdrew from the course (i.e. dropped) on or before the end of the 4<sup>th</sup> week of the semester. From 5<sup>th</sup> week to the end of the 11<sup>th</sup> week, a student can exercise a course withdrawal. A Grade of "W" will be transcribed on your academic record, which has no impact on your academic GPA. **Students submitting a course withdrawal form after the end of the 11<sup>th</sup> week of the semester receive a grade of WF, which is calculated into the student's grade point average as though it were an F.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID: \_\_\_\_\_

Academic Term: Fall Spring Winter Academic Year: \_\_\_\_\_

Course ID (e.g.AC 101) \_\_\_\_\_ Course

Title \_\_\_\_\_

**Student Statement:** I wish to      **DROP**,      **WITHDRAW** from the course listed above for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

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

**HACC Advisor and/or Coordinator:** I believe this ( is, is not ) advisable because:

\_\_\_\_\_  
\_\_\_\_\_

HACC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(After the 4<sup>th</sup> week of the term) Instructor Statement:** I believe this ( is, is not ) advisable because:

\_\_\_\_\_  
\_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please scan and send to [regandrec@etown.edu](mailto:regandrec@etown.edu) for processing of the course drop/withdrawal.

**FOR REGISTRAR'S OFFICE USE ONLY -- DO NOT WRITE BELOW THE LINE**

**DATE /TIME RECEIVED and PROCESSED in RRO:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**EMAIL NOTIFICATION(s) SENT:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- Financial Aid
- Business Office
- Student/Faculty member
- Admissions Coordinator
- HACC Coordinator