



EC and HCC 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 4th week of the semester. From 5th week to the end of the 11th 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 11th 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: _____

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

HACC Signature: _____ Date: _____

(After the 4th 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 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
- HCC Coordinator