

Course Withdrawal Form

This form is for students to use in order to withdraw from a course or courses. This form cannot be used for withdrawal from course(s) after the official withdrawal deadline.

Spring 2019 Withdrawal Dates: Last Day to Withdraw:

- Full Term – April 11, 2019
- Minimester I – March 1, 2019
- Minimester II – May 3, 2019

Before you withdraw from a course you should consider the following:

- While there are advantages of a W (which is not computed into your GPA) over an F, a low passing grade may have advantages over a W in your particular case. You should have a discussion with your instructor about your course difficulties and the chances of achieving an acceptable grade.
- Any withdrawal may affect academic progress and may have financial aid or other monetary implications. Veterans and International students are strongly encouraged to meet with their program certifying official before withdrawing to fully understand the financial and other implications of withdrawing.
- If this is your second attempt in a specific course, you will be required to meet with an Academic Advisor prior to enrolling for a third attempt.

If you decide to withdraw from a course:

- Fill in all of the information requested on this form.
- Return completed and signed* form to Student Information Center for processing, either in person or electronically (by fax to 978-656-3443) or **from your MCC email* to WITHDRAWAL@middlesex.mass.edu**.
- As a courtesy, you should inform your course instructor if not previously notified.
- You will be responsible for any outstanding balance on your account.

Last Name: _____ First Name: _____

Student ID# _____ Phone Number: _____

Year: _____ Term: Fall Summer
 Wintersession Minimester 1
 Spring Minimester 2

Course #	Course Title:
_____	_____
_____	_____
_____	_____
_____	_____

Indicate reason for withdrawal (check one):

- Academic Family/Personal Transferring Financial
 Health other (please specify) _____

Student Signature: _____ **Date:** _____

By signing the student acknowledges that the student is responsible for any outstanding financial obligations; that the status of W will be recorded and will not count in the GPA; and the withdrawal may affect academic progress and have financial aid or other monetary implications.

*Submitting this form from your MCC email account provides your electronic signature.