

Course Withdrawal

Important Deadlines

- **Withdrawal with No Transcript Record: DEADLINE- March 23, 2025**
 - ◆ Courses withdrawn by this date will be completely removed from your transcript.
- **Withdrawal with a “W” on Transcript: DEADLINE - May 23, 2025**
 - ◆ Courses withdrawn after March 23 and before May 23 will appear on your transcript with a “W” (withdrawal).

You cannot request a course withdrawal during final assessment week

Name (print) _____

ID# _____

Counselor _____

Course Withdrawal _____ Period _____

Teacher _____ Department _____

Note: Students must obtain all required signatures before returning this form. Counselors will process the course withdrawal upon receiving the completed form.

1. _____ Date _____
(Student)

2. _____ Date _____ **Approved by a parent via phone**
(Parent)

3. _____ Date _____
(Teacher)

4. _____ Date _____
(Counselor)

Please review the following and check each box to confirm:

- Seniors: I have verified with the colleges I am applying to and am comfortable withdrawing this course.
- I have checked my graduation credits and course requirements, and withdrawing this course will not affect my graduation status.
- If planning to participate in athletics, I confirm I am enrolled in at least 5 classes this semester to maintain eligibility.

Internal Use Only: The Counseling Administrative Assistant will copy the completed form and email it to the Department Chair (DC) and Scheduler for processing.