

Course Withdrawal Form

Student		<input type="text"/>
Simpson ID		<input type="text"/> *
Cell Number		<input type="text"/> *
Advisor	<input type="text"/>	<input type="text"/> *
Instructor	<input type="text"/>	<input type="text"/> *
***An error will occur if no Advisor or Instructor is entered.		
Term	<input type="text"/> *	Department <input type="text"/> *
Course Number	<input type="text"/> *	Section <input type="text"/> *
Course Title	<input type="text"/> *	
During this term, I am a student athlete. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Important Information:		
<ul style="list-style-type: none"> This form is for withdrawing from a course between the end of the drop period and the last day to withdraw. The last day to withdraw is posted online in the Academic Calendar. To withdraw from Simpson College, contact Student Development. 		
Student, by checking this box and typing your name below, you have created an electronic signature as legally binding as your hand-written signature.		<input type="checkbox"/>
Student Signature:	<input type="text"/> *	
<input type="button" value="Submit"/>		
For Instructor Use Only		
Approve or Deny:	<input type="text"/>	
Rationale:	<input type="text"/>	
Last Date of Attendance:	<input type="text"/>	
Instructor, by checking this box and typing your name below, you have created an electronic signature as legally binding as your hand-written signature.		<input type="checkbox"/>
Instructor Signature:	<input type="text"/>	
<input type="button" value="Submit"/>		
Registrar's Office Only		
Date Request was Completed:	<input type="text"/>	<input type="button" value="Submit"/>

Initiated by the student.

This is not to be used to drop a class. Students can drop online during the 5 days Add/Drop period.

Instructor may approve or deny the student's request. If the instructor denies the request, please type in a rationale statement for the student on why it was denied.

The student's advisor will not sign off on the form, but will be notified via email once the withdrawal has been denied or approved.

If the instructor denies the request and later decides to approve it, the instructor can reopen the form and change the status to Approved.

Forms submitted by the student that are date stamped **after** the end of the Withdrawal period will not be processed by the Registrar's Office. The student will need to submit an Academic Petition. The student may be charged \$50.00 for late withdrawal if their petition is approved.