

# COURSE WITHDRAWAL REQUEST



**DO NOT USE THIS FORM IF** the drop period is still in effect. Please see the Academic Calendar for drop dates at [rcbc.edu/academic-calendar](http://rcbc.edu/academic-calendar).

## FOR OFFICE USE ONLY

Registration Office Signature

Date

DATE (MM/DD/YY)		I.D. NO	
LAST NAME		FIRST NAME	
ADDRESS		APT/BUILDING #	
CITY	STATE	ZIP CODE	
PHONE NUMBER (XXX) XXX-XXXX	RCBC EMAIL <b>@mymail.rcbc.edu</b>		

**YEAR: 20** \_\_\_\_\_

- Fall
- Spring
- Summer I
- Summer II
- Mini Term

**Do you attend:** *(please select one)*

- Full-Time
- Part-Time

**Choose the statement which reflects your status after withdrawal:**

- Still registered for some courses.
- Enrolling at another college: \_\_\_\_\_  
*Name of college*

- Withdrew all courses but will return to RCBC next term.
- Not planning to continue my education at this time.

SUBJECT	NUMBER	SECTION	COURSE TITLE	Last Date Attended/ Logged In (MM/DD/YY)	Did you discuss this withdrawal with an advisor/ counselor? <i>(please select one)</i>	Reason for withdrawal, choose from list and fill in a number for each course. If other, please write in reason on the line beside number 18.																		
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<table border="0"> <tr> <td>1 - Work schedule conflict</td> <td>10 - Course load too heavy</td> </tr> <tr> <td>2 - Financial difficulty</td> <td>11 - Not doing well/failing</td> </tr> <tr> <td>3 - Childcare issues</td> <td>12 - Unable to keep up with class work</td> </tr> <tr> <td>4 - Military duty</td> <td>13 - Unhappy with course content/material</td> </tr> <tr> <td>5 - Change of major</td> <td>14 - Unhappy with instructor</td> </tr> <tr> <td>6 - Family responsibilities</td> <td>15 - Instructor recommended withdrawal</td> </tr> <tr> <td>7 - Illness/medical reasons</td> <td>16 - Technology not satisfactory for course</td> </tr> <tr> <td>8 - Cost/availability of texts</td> <td>17 - Tested out of course</td> </tr> <tr> <td>9 - Academically unprepared</td> <td>18 - Other: _____</td> </tr> </table>	1 - Work schedule conflict	10 - Course load too heavy	2 - Financial difficulty	11 - Not doing well/failing	3 - Childcare issues	12 - Unable to keep up with class work	4 - Military duty	13 - Unhappy with course content/material	5 - Change of major	14 - Unhappy with instructor	6 - Family responsibilities	15 - Instructor recommended withdrawal	7 - Illness/medical reasons	16 - Technology not satisfactory for course	8 - Cost/availability of texts	17 - Tested out of course	9 - Academically unprepared	18 - Other: _____
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**What could RCBC have done to help you continue in the course(s)? Please print:**

**PLEASE READ CAREFULLY AND INITIAL BEFORE SIGNING:**

- I understand withdrawing from a course will result in a 'W' grade on my transcript, which may affect my satisfactory academic progress.
  - I understand that academic advisors are available to assist all students of Rowan College at Burlington County and I am strongly encouraged to see one prior to withdrawing.
  - I understand that withdrawing from a course may affect my financial aid and I am strongly encouraged to see a Financial Aid Officer prior to withdrawing, as I may end up owing money.
- \*Electronic signatures can only be accepted when sent from an RCBC student email account.

*Student Signature*

Please email form to [registration@rcbc.edu](mailto:registration@rcbc.edu) via your RCBC student email. This form will not be accepted if faxed, mailed, or sent from a non-RCBC email account.