

Withdraw from class checklist

Forms **MUST** be submitted by **5pm** the last day to withdraw.

- Download and complete withdraw form
- Contact your instructor(s) for the class(es) for which you'd like to withdraw and get their signature or email confirmation (If you are withdrawing from all classes, you may email academicadvising@parkland.edu)
- International Student (F-1 Visa), you **MUST** meet with an International Admissions Advisor.
- All degree-seeking students **MUST** obtain a signature from Financial Aid and Veterans Services
- DO NOT SUBMIT FORM UNTIL ALL STEPS ARE COMPLETE**
- Return the fully completed form to the Admissions Office (U214) or email it to Registration@parkland.edu

You will receive a confirmation email the next business day.

Student: _____ Parkland ID #: _____

Are you withdrawing from all your courses? YES NO

NOTE: For a total withdrawal you may meet with an academic success advisor place of obtaining a separate signature for each class.

I wish to withdraw from the following course(s): Semester: Fall Spring Summer

- 1) _____ I, * _____ am aware that this student is
Course (*Instructor/department chair/program director signature) withdrawing from this course.
- 2) _____ I, * _____ am aware that this student is
Course (*Instructor/department chair/program director signature) withdrawing from this course.
- 3) _____ I, * _____ am aware that this student is
Course (*Instructor/department chair/program director signature) withdrawing from this course.
- 4) _____ I, * _____ am aware that this student is
Course (*Instructor/department chair/program director signature) withdrawing from this course.
- 5) _____ I, * _____ am aware that this student is
Course (*Instructor/department chair/program director signature) withdrawing from this course.

* The instructor/department chair/program director's signature can be acquired in person or via email
(Instructor/department chair/program director replies to student's email regarding withdrawal, student attaches the form to the email and submits it to Admissions & Records at registration@parkland.edu).

Are you a student with an F1 Visa? YES NO

If YES, you **MUST** meet with an International Admissions Advisor before withdrawing (U-227).

International Admissions

International Admissions Advisor Signature: _____ Date: _____

Office of Financial Aid and Veteran Services

Student received financial aid and/or veterans benefits while attending Parkland College? YES NO

Financial Aid Advisor Signature: _____ Date: _____

I understand that withdrawing from these courses may negatively impact my financial aid and/or veteran benefit.
Student initials: _____

I understand that I am responsible for repaying any outstanding student loan debt and that failure to do so will have negative consequences on future eligibility at any college/university. **Please contact the Office of Financial Aid and Veteran Services (U-286, 217-351-2222, or finaid@parkland.edu) if you have any questions.**

Student initials: _____

I understand that withdrawing from these courses may negatively impact my academic progress. **Please contact PC202204211400cademic Advising (U-267 or academicadvising@parkland.edu) if you have any questions.**

Student initials: _____

Student Signature: _____ Date: _____

Submit completed form to Admissions and Records - In person - Room U214, eMail - registration@parkland.edu or Fax (217) 353-2640

Administrative Use

Completed By: _____ Date: _____