

## 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](mailto: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](mailto: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 signature and date) withdrawing from this course.2) \_\_\_\_\_ I, \* \_\_\_\_\_ am aware that this student is  
Course (\*Instructor signature and date) withdrawing from this course.3) \_\_\_\_\_ I, \* \_\_\_\_\_ am aware that this student is  
Course (\*instructor signature and date) withdrawing from this course.4) \_\_\_\_\_ I, \* \_\_\_\_\_ am aware that this student is  
Course (\*Instructor signature and date) withdrawing from this course.5) \_\_\_\_\_ I, \* \_\_\_\_\_ am aware that this student is  
Course (\*instructor signature and date) 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](mailto: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: \_\_\_\_\_

You **MUST** meet with Financial Aid and Veteran Services before withdrawing (U-286).**Office of Financial Aid and Veteran Services**

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](mailto: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 Academic Advising (U-267 or [academicadvising@parkland.edu](mailto: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](mailto:registration@parkland.edu) or Fax (217) 353-2640**Administrative Use**

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_