

▶ All information must be filled in for withdrawal to be processed.

▶ One form per course is required.

Student ID: \_\_\_\_\_

Student Name \_\_\_\_\_  
LAST FIRST MIDDLE

COURSE PREFIX NUMBER SECTION INSTRUCTOR'S NAME  
(i.e. ENGL 1301 501)

Student Email Address \_\_\_\_\_

Reason for withdrawal \_\_\_\_\_

INSTRUCTOR SIGNATURE \_\_\_\_\_ (waived for online courses)

Last date of attendance: \_\_\_\_\_ Current grade: \_\_\_\_\_  
LETTER NUMERIC

HIGH SCHOOL COUNSELOR SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Does this student need the class for graduation?  Yes  No

PARENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(I understand that the student will be subject to class fees and a "W" on their transcript.)

STUDENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(I verify that the information provided is true and correct. I understand that academic implications of withdrawing from the course.)

**LISD Students:** Return this form with all information and signatures by the Withdrawal deadlines to your high school campus counselor.

Received by LISD Dual Credit Champion:

Date: \_\_\_\_\_

Time: \_\_\_\_\_



North Central Texas College does not discriminate on the basis of race, color, religion, sex, gender, national origin, age, disability or veteran status. With a few exceptions, state law gives the student the following rights regarding the information collected by NCTC: the student has the right to request to be informed about the information, the right to receive the information, and the right to correct information that is incorrect. Information on this document is subject to change due to policy changes by Federal, State, or North Central Texas College laws.

RECEIVED  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_  
TERM: \_\_\_\_\_

PROCESSED  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_