

# Program Withdrawal



This form must be completed and submitted to Student Services for the withdrawal to be official. **Failure to attend classes does not constitute an official withdrawal.** Withdrawal prior to completion of 60% of your current courses will result in grades of "W" (withdraw) on your transcript. Withdrawal after completion of 60% of your current courses will result in a grades of "F" (fail) on your transcript. The official withdrawal date will be the date this document is presented to Student Services.

Any refund, if applicable, will be processed as dated below. Any outstanding financial balance will restrict registering at all NSCC campuses in any program or course until the balance has been paid.

## My Contact Information:

Full Name:	
Student ID:	
NSCC Program:	
NSCC Campus:	
Mailing Address:	
Primary E-mail Address:	
Primary Phone :	

## My main reason for withdraw is (please check one):

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Academic Difficulties | <input type="checkbox"/> Employment | <input type="checkbox"/> Not Right "Fit" |
| <input type="checkbox"/> Other NSCC Program    | <input type="checkbox"/> Financial  |  |
| <input type="checkbox"/> Education Elsewhere   | <input type="checkbox"/> Personal   |  |
| <input type="checkbox"/> No Credential Desired | <input type="checkbox"/> Medical    |  |

**Note:** If withdrawal is for *documented* medical reasons, additional information is required. Please see your Assistant Registrar.

Optional Comments: \_\_\_\_\_  
\_\_\_\_\_

I have met with a member of Student Services to discuss my withdrawal.  Yes  No  
I have discussed my program withdrawal with my sponsor/student loan.  Yes  No  n/a

*Students withdrawing from a program should consult the Student Benefits office to confirm their status on the Health and Dental benefits plan.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Campus Use Only:

- Withdrawal coded as:  DISC (Student Initiated)  VDIS (Administratively Initiated)
- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Notified Finance       | <input type="checkbox"/> Notified Faculty     | <input type="checkbox"/> Notified AC       | <input type="checkbox"/> Notified Student Advisor |
| <input type="checkbox"/> Collected Parking Pass | <input type="checkbox"/> Edited Student Block | <input type="checkbox"/> Edited Milestones | <input type="checkbox"/> Posted PS Comment        |

PeopleSoft Updated By: \_\_\_\_\_ Date Processed: \_\_\_\_\_

MAS Signature: \_\_\_\_\_ Official w/d date: \_\_\_\_\_

After processing the withdrawal, please retain this form in confidential student file for campus archives.

Updated: March 18, 2019 AD