



**Term/Semester Withdrawal Form**

- This form is used to withdraw from all courses for the semester
- If the student wishes to remain enrolled in one or more courses, or if the student has already completed one or more courses for the semester, then the Institute Course Withdrawal Form should be used instead.
- A separate form must be used for each term/semester and for each department in which you are requesting course withdrawal.
- Before students withdraw, they should consider any possible impact on status, eligibility, and services, and should contact applicable offices/departments such as academic office, registrar office and student hostel services office.
- Students should check with their academic department for withdrawal approval and to see if additional forms are required.
- Faculty will assign a grade of W or F based upon performance at the time the student withdraws from the course. Before withdrawing from a course, it is recommended that students verify with their instructor which grade will be assigned.

(Step 1) Students complete their section including entering your name/number in the right hand margin.

(Step 2) Students contact their academic area (i.e. teacher and department chair) for appropriate signatures.

(Step 3) The completed form is submitted to the Office of the Institute Registrar (OIR).

The form must include all signatures to be accepted by the OIR. The withdrawal process is not considered complete until the OIR accepts the form. Enrolled students need to submit their forms in person.

**Student (Print Clearly)**

Department (select one):  ICT  Management  Accounting  Semester 1  RC

Semester :  First  Second  Third  Fourth

Semester (indicate year next to applicable semester):  Spring\_\_\_\_\_  Summer\_\_\_\_\_

Fall\_\_\_\_\_  Winter\_\_\_\_\_

Indicate whether you attended at least one class or completed at least one lesson for any course in which you were enrolled for the term (select one):  Yes  No

Reason for semester withdrawal: \_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Area (Teacher and Department Chair)**

The academic area must complete this section. The form must be submitted to Office of the Institute Registrar (OIR) within 24 hours of the approval, or 4:00 pm on the last day to withdraw from a course per the institute policy, whichever comes first.

Date student initiated course withdrawal process (Effective withdrawal date): \_\_\_\_\_

Approving Teacher: Name \_\_\_\_\_ Signature \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Approval Date \_\_\_\_\_

**Office of the Institute Registrar (OIR)**

Steps: (1)\_\_\_\_ (2)\_\_\_\_ (3)\_\_\_\_ Date processed: \_\_\_\_\_ Name: \_\_\_\_\_

Student Name (First, Last): \_\_\_\_\_

ID NO: \_\_\_\_\_