

**COWLEY COUNTY COMMUNITY COLLEGE**  
**Course Drop/Withdrawal Form**

**BEFORE YOU WITHDRAW FROM YOUR CLASSES – STOP...THINK!**

- Have you talked to your **INSTRUCTORS** about withdrawing from these classes? Perhaps things are not as bad as they seem.
- If you receive **FINANCIAL AID**, a drop or withdraw can affect your eligibility and /or aid amount.
- Are the courses you want to withdraw from going to be offered again when you need them? This can greatly affect your ability to graduate on time.
- Have you tried tutoring? Cowley offers **FREE** tutoring.
- Withdrawing from courses does not remove you responsibility to pay for your courses.
- Are outside activities affecting your academic success? Reducing time spent on other activities can help improve your academic performance.
- **Course Drop** – A course drop removes a course from a student’s schedule. If a student request to drop a course before the refund date, this is done without charges to the student.
- **Course Withdraw** – A course withdraw is a final grade of W on a student’s transcript. W grades are not calculated into the college GPA or into completed credits. Students are responsible for course charges.

**Personal Student Information**  
 (All information is required)

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Course Information**

_____	_____	_____	_____
Course ID	Course Name	CR HRS	Instructor

_____	_____	_____	_____
Course ID	Course Name	CR HRS	Instructor

**Drop This Course**

\_\_\_\_ It is before the refund date and I would like an advisor to drop this course from my schedule. (Courses can be dropped before the refund date through Campus Connect)

**Withdraw From This Course**

\_\_\_\_ I would like to withdraw from this course. It is after the refund date and before the last date to withdraw from my course. I understand that I will receive a W for this course and I am responsible for the charges of this course. **Before my withdrawal is final I must schedule a meeting or contact by phone 620-441-5303 a member of the enrollment management staff.**

(Continued)

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**Withdraw Information**

Please indicate your overall level of satisfaction with your experience at Cowley:

Which of the following **best** describes your reason for withdrawing? (Choose one)

Comments:

**Release of Information**

I understand that any outstanding obligation to Cowley County Community College may result in my transcripts and/or other academic records being held until the obligation has been met. I also understand that withdrawal from my courses may impact my eligibility for financial aid in future semesters. **Before my withdrawal is final I must schedule a meeting or contact by phone 620-441-5303 a member of the enrollment management staff.**

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Date

The completed form should be returned to one of our admissions locations or emailed to [admissions@cowley.edu](mailto:admissions@cowley.edu). For our locations and office hours, please go to our website at [www.cowley.edu](http://www.cowley.edu) or call 1.800.593.2222

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**FOR OFFICE USE ONLY**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Counseled by \_\_\_\_\_ Date \_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_\_