



Galveston College

WITHDRAWAL FORM

General Information:

The Withdrawal Form is to be used after the census date (12th class day for long semester and 4th class day for summer sessions) to withdraw from a class or withdraw from all classes at Galveston College. The withdrawal process is not complete until the student has obtained all signatures and submitted the form to the Admissions Office.

Class Withdrawal

Complete Withdrawal

Fall

Spring

Summer I

Summer II

20_____

Name: _____
Last First M.I.

Student ID: _____

I am receiving financial aid from Galveston College: Yes No
Financial Aid initials _____

I am receiving Veterans Benefits: Yes No
Veteran Coordinator initials _____

I am an International student: Yes No
International Student Specialist initials _____

I am an Athlete: Yes No
Coach initials _____

REQUIRED:

All indebtedness to the College must be satisfied with the College's Business Office prior to withdrawal. When all financial obligations are met, official transcripts will be available upon request. The last day to completely withdraw from school is noted in the printed class schedule and catalog available online at www.gc.edu.

STUDENT:

DO NOT LEAVE YOUR WITHDRAWAL FORM IN ANY OFFICE. YOU ARE RESPONSIBLE FOR COMPLETING AND RETURNING THE FORM TO THE OFFICE OF ADMISSIONS.

I acknowledge that I have been advised of SB 1231 (6 Drop Limitation)

Student's initial _____

Please check the primary reason for withdrawal

<u>Reason</u>	<u>Code</u>
<input type="checkbox"/> Severe Illness	01
<input type="checkbox"/> Provide Family Care	02
<input type="checkbox"/> Death in Family	03
<input type="checkbox"/> Active Duty	04
<input type="checkbox"/> Change in Work Schedule	05
<input type="checkbox"/> Transportation	06
<input type="checkbox"/> Financial reasons	07
<input type="checkbox"/> Change of residence	08
<input type="checkbox"/> Grade problem	09
<input type="checkbox"/> Dissatisfied with instruction	10
<input type="checkbox"/> Dissatisfied with course content	11
<input type="checkbox"/> Other personal / family reasons	12
<input type="checkbox"/> Other (Please Specify)	99

Effective Fall 2007, documentation must be provided for an excusable withdrawal from a class or classes under **Texas Senate Bill 1231** guidelines. Students who withdraw without documentation will be included in **SB 1231** withdraw limitations.

<i>Course Name & Number</i>	<i>Call Number</i>	<i>Instructor's Name</i>

The official withdrawal date will be the day this form is submitted to the Office of Admissions.

Student's Signature: _____

Date: _____

Counselor/Advisor's Signature _____

Date: _____

Financial Aid Signature: _____

Date: _____

Date Processed by Office of Admissions: _____

Revised: 05/11/2015

White Copy- Admissions
 Yellow Copy - Financial Aid
 Pink Copy - Student