



# Withdrawal Form

- The student requesting a Withdrawal must contact the Financial Aid and Business Offices to determine how financial accounts will be impacted.
- If you are currently in the midst of taking a course, you are fully accountable for your course work. You should continue to go to classes and to write tests and examinations until you are notified of the outcome of the petition.

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

Preferred method of confirmation:  Mail to address on file  Student Email: \_\_\_\_\_

## I. Withdrawal from individual course *(requires Instructor Approval)*

Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

Reason for Withdrawal from course: \_\_\_\_\_

## II. Withdrawal from Pillar College

*(If courses still in progress, requires exit interview with Financial Aid and Business Office)*

Reason for Withdrawal (rank in order if more than one):

- |                                  |                                   |                             |
|----------------------------------|-----------------------------------|-----------------------------|
| ___ Financial Difficulty         | ___ Transferring Out (Why?)       | ___ Relocating              |
| ___ Academics (Please explain)   | ___ Dissatisfied (Please explain) | ___ Timing (Please explain) |
| ___ Medical (Personal or Family) | ___ Crisis (Please explain)       | ___ Other (Please explain)  |

Please explain: \_\_\_\_\_

## Withdrawal from Course Policy

Students who withdraw from a course between the second week of classes and mid-term receive a grade of "W" (withdraw). Students who drop a course after mid-term will receive a grade of "WP" (withdraw passing) or "WF" (withdraw failing). No credit or quality points will be assigned. Students who fail to notify the Registrar of their intentions to withdraw will receive a grade of "F" for the course. Requests to withdraw after the deadline will require Academic VP / Dean approval (see academic calendar for deadline dates).

I have read the petition from thoroughly and understand all the requirements stated herein:

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

Return this form to the Registrar's Office at Pillar College: 60 Park Place, 20<sup>th</sup> Floor, Newark, NJ 07102. Fax to 973-556-1154.

### ADMINISTRATIVE ACTION

Department Chair or Dean: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

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

Financial Aid Staff: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

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

Registrar: \_\_\_\_\_ Date Received: \_\_\_\_\_