WITHDRAWAL REQUEST FORM
INDIVIDUAL COURSE WITHDRAWALS

This form is for individual course withdrawal. To withdraw completely from the term, complete a Student Initiated Withdrawal Form, available at the Office of Admissions and Registrar.

To officially request course withdrawals, you must complete each step in the course withdrawal process and submit the completed form to the Office of Admissions and Registrar or the KC-Longview Office before the course withdrawal deadline.

- Course withdrawal is effective as of the date of receipt of this form.
- Incomplete and/or late requests will not be processed.
- Complete a separate withdrawal request form for each course from which you wish to withdraw.

SECTION 1: STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>KC ID #:</th>
</tr>
</thead>
</table>

SECTION 2: COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Prefix (EX: ENGL)</th>
<th>Course Number</th>
<th>Section Number</th>
</tr>
</thead>
</table>

SECTION 3: FINANCIAL AID STATUS

Are you receiving any type of financial aid this semester?

- [ ] I receive financial aid.
- [ ] I do not receive financial aid.

All students must consult with the Financial Aid Office before a withdrawal may be processed, regardless of financial aid status or current eligibility.

SECTION 4: ADVISEMENT

Instructor/Advisor
Discuss withdrawal with the instructor of the course from which you wish to withdraw. If the instructor is unavailable prior to the withdrawal deadline, you may meet with an advisor/counselor.

Instructor/Advisor Recommendation:

- [ ] Proceed to Financial Aid Office
- [ ] Proceed to following Student Services Office: ________________________________

Instructor/Advisor Signature ___________________________ Date ____________

SECTION 5: FINANCIAL AID

Financial Aid Office
Discuss course withdrawal with Financial Aid staff to determine the impact of withdrawal(s) on your aid and eligibility.

Financial Aid Recommendation:

- [ ] Proceed to Office of Admissions and Registrar
- [ ] Proceed to following Student Services Office: ________________________________

Financial Aid Signature ___________________________ Date ____________

Please complete reverse side.
SECTION 6: STUDENT SERVICES

Recommended Student Services
Please visit with recommended student services offices to determine if there are resources available that may contribute to successful course completion.

STUDENT SERVICES OFFICE:

Student Services Signature

Date

STUDENT SERVICES OFFICE:

Student Services Signature

Date

SECTION 7: REASON FOR WITHDRAWAL

Indicate your reason for withdrawing from this course.

Attention students entering college in Texas for the first time in Fall 2007 or after:
Senate Bill 1231 passed by the Texas Legislature in May 2007 limits you to a total of six withdrawals in your entire college career at Texas public institutions, unless the courses were withdrawn from in order to withdraw from school or for certain approved reasons. To be counted toward the total, withdrawals must appear on the transcript (signified by a grade of “W” at KC). Reasons 1-8 below are approved reasons that do not count in your withdrawal total.

Please read the following statements and mark the one that best fits your situation regarding your decision to withdraw from the course.

☐ 1- Personal Illness
☐ 2- Care of sick, injured, or needy person
☐ 3- Death of family member or close friend
☐ 4- Called to active military duty
☐ 5- Family member or close friend called to active military duty
☐ 6- Change in work schedule
☐ 7- Transportation problems
☐ 8- Personal/family obligations
☐ 9- Making a failing grade or a grade that is less than I desire
☐ 10- Class is too difficult
☐ 11- Issues involving instructor
☐ 12- Course is not needed for my major or for transfer
☐ 13- Other (please explain): ___________________________________________________________

Student Signature

Date

OFFICE USE ONLY

Date EX updated: ____________________ Processed by: ____________________

Submit this document in-person, by email to registrar@kilgore.edu, or by fax to 903-983-8607.
Photo ID required for ALL submissions.