NORTH CENTRAL TEXAS COLLEGE

Withdrawal Form **One form per course is required**

Have you attended a university prior to September 2007 (excluding dual credit)? _____ **Yes** _____ **No**

_____

Student ID Number **Last Name** **First** **Middle**

_____

Course Prefix **Number** **Section** **Instructor's Name**
(i.e. ENGL 1301 501)

Email Address_____

Check if you receive one of the following: Financial Aid_____ Scholarship_____ VA Benefits_____

Students receiving aid must obtain clearance from the Financial Aid Office.

Is this a VCT course: _____ Yes _____ No If yes, through what college?_____

Last date of attendance:_____ **Instructor signature**_____ □Excessive absences

In 2007, the Texas Legislature passed a law (S.B. 1231) which prohibits students enrolling for the first time as a freshman during the Fall 2007 academic term or any term thereafter from withdrawing more than a total of six courses in their entire undergraduate career. Certain exceptions may be made to the limit if the student can show good cause for withdrawing more than that number, including but not limited to:

_____ Personal illness
_____ Responsible for care of sick or injured family member or friend
_____ Death of personal family member or friend
_____ Call to active duty in the Texas National Guard or Armed Forces (student or family member)
_____ Change of family status or responsibility/work schedule/financial situation
_____ Other good causes (check one)
- _____ Crises beyond person's control such as loss of home due to fire or a natural disaster
- _____ Loss of employment
- _____ Administrative drops through the College Preparatory for nonattendance
- _____ Problems with child care which affects ability to attend class
- _____ Misadvising by the North Central Texas College advisor
- _____ Complete drop from a program such as Nursing, Cosmetology, Surgical Tech, etc.
- _____ Family illness
- _____ Language barriers

RECEIVED
Date: _____
By: _____
Term: _____

PROCESSED
Date: _____
By: _____

I verify that the information provided is true and correct. I understand the academic implications of withdrawing from the course(s). If no good cause is provided above the withdrawal will be included in the six withdrawal limit.

STUDENT SIGNATURE_____**DATE**_____

North Central Texas College does not discriminate on the basis of race, color, religion, sex, gender, national origin, age, disability or veteran status. With a few exceptions, state law gives the student the following rights regarding the information collected by NCTC: the student has the right to request to be informed about the information, the right to receive the information, and the right to correct information that is incorrect. Information on this document is subject to change due to policy changes by Federal, State, or North Central Texas College.

Revised 03/2012