

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

One form **per course** is required

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

Student Name \_\_\_\_\_  
LAST FIRST MIDDLE

|   |                         |                          |                            |
|---|-------------------------|--------------------------|----------------------------|
| _____<br>COURSE PREFIX<br><small>(i.e. ENGL</small> | _____<br>NUMBER<br>1301 | _____<br>SECTION<br>501) | _____<br>INSTRUCTOR'S NAME |
|---|-------------------------|--------------------------|----------------------------|

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's 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 therefore 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*)
  - \_\_\_ Crisis 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 Technology, etc.
  - \_\_\_ Family illness
  - \_\_\_ Language barriers

**I verify that the information provided is true and correct. I understand the academic implications of withdrawing from the course. 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.

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| RECEIVED    |
| DATE: _____ |
| BY: _____   |
| TERM: _____ |

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| PROCESSED   |
| DATE: _____ |
| BY: _____   |