

Official Withdrawal

NAME: _____ ID #: _____
Last First MI

Address: _____
Number / Street City State Zip

Term / Year: _____ / _____ Phone #: _____ Work: _____

Reason for Withdrawal: _____

Is your withdrawal due to military orders? Yes: ___ No: ___ Withdrawal Reason Code: ___
If yes, please select the appropriate option you would like to receive: (see back for details) ___1 ___2 ___3

- Copy of Military Orders is required, and you must meet with the Veterans' Affairs Advisor at your campus or call 719-549-3013.
- Students, who are activated, voluntarily or involuntarily, are eligible to be readmitted to PCC with the same academic status when he or she last attended. This applies to service in the uniformed services, on active duty in the Armed Forces, including the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Check If Applicable:

- I am receiving Veterans Educational Benefits. **NOTE:** If you are, you must obtain a signature from the Office of Veterans' Affairs in College Center Room 256 or call 719-549-3013.

Veterans' Affairs Office Date: _____

- I am receiving Financial Aid (Work Study, Pell Grant, Scholarship, etc.). **NOTE:** If you are, you must obtain a signature from a Financial Aid Office Staff Member in the College Center Room 258 or a financial aid advisor at your campus.

Financial Aid Office Date: _____

Report with this form to Counseling and Career Services in the Mike Davis Academic Building, Pueblo Campus, Rm. 154

STUDENTS ENROLLED AT THE FREMONT CAMPUS, SOUTHWEST COLORADO COMMUNITY COLLEGE EAST OR WEST CAMPUS, SHOULD REPORT TO AN ADVISOR ON THEIR RESPECTIVE CAMPUS.

To be completed by the advisor and student

- Financial obligation policy (includes book charges and the return of books and equipment to the Library and Learning Center)
- Impact of withdrawal on Financial Aid, Veterans' Educational Benefits, and / or scholarships.
- Impact of withdrawal on academic standing.

My signature certifies that I am aware of the above information and the impact it could have on future enrollments. I understand that I am financially responsible for my tuition and fees. Should account collection fees become necessary, I understand that I am responsible for them.

Student's Signature: _____ **Date:** _____

I have counseled the above named student and have explored all possible means of retention.

Counselor's Signature: _____ **Date:** _____

Comments: _____

Date Processed: _____ **By:** _____

EXIT REASONS

Personal:

Financial

- 4 - No funds for expenses (includes child care)
- 12 - Employment terminated

Health

- 6 - Illness (student / family member, includes pregnancy)
- B - School too stressful
- 5 - Handicap restraints (class not accessible or other related problems)
- H - Single Parent / Child Care conflicts
- 21 - Totally and permanently disabled
- 25 - Deceased

Other

- 8 - Changed mind
- D - Conflict with advisor / instructor
- E - Conflict with work schedule
- G - Transportation problems
- J - Dissatisfied with major / changed major
- T - Relocated
- 11 - Personal
- 14 - Needed a brief break from school
- 22 - First entered the armed forces
- 23 - U. S. Foreign Aid Service -e. g. Peace Corps
- 24 - Official church mission
- 26 - Incarcerated

Military

I - Military obligations - Military orders must be presented to the Admissions & Records Office to verify the student has been called to report for active duty or has been given mandatory military orders.

The following alternatives are available at the choice of the student:

- 1) Early challenge of course by final examination after midterm
- 2) Receive an incomplete grade for the term and receive a tuition waiver upon return provided that the student receives an honorable discharge within 90 days after discharge, enrolls into the same major, and registers for the same number of credit hours prior to being called to active duty
- 3) Receive a refund of tuition and fees. (In the event a student receiving financial aid elects to receive a refund, the student will need to contact the Financial Aid Office prior to departure.)

Academic Related:

- A - Transfer to another school
- 2 - Switch to same course, different time / location
- K - Difficulty with academics
- P - Switch to remedial courses
- S - Course pre-requisite not met
- C - Successfully challenged the course
- Y - Problems with understanding English
- 10 - Overload (too many classes)
- 13 - Unclear academic / career direction

Administratively Initiated Drops:

- Q - Administrative error
- 9 - Class canceled
- U - Disciplinary suspension
- 7 - Nonpayment / verification or default of promissory note
- V - Exceeded 20% of absences