

Withdrawal Initiated by Student

To Withdraw without Academic Penalty:

You may withdraw from a course **before 60%** of a session (Census Date) without academic penalty. You will receive a grade of "W" You may:

(1) Use MyNOVA to complete the withdrawal.

OR

(2) Complete Page 1 of this form and submit it to your campus Student Services Center.

If you receive federal financial aid, you may be subject to the mandatory refund policies.

To Withdraw after the 60% Point without Academic Penalty with Documented Mitigating Circumstances:

In most cases, withdrawal after the first 60% of the session will result in a grade of "F" or "U." **Do not use MyNOVA under this circumstance.** To receive a W grade instead of an F or U, the approval of your instructor and division dean is required. Mitigating circumstances must be documented.

You must be in good academic standing in the class (passing) to receive a "W" after the 60% point. Your tuition will not be refunded.

To start this process, legibly complete Parts A and B and give this form to your instructor. **Complete one form for each Academic Division** from whose course(s) you wish to withdraw. Staple any documentation to this form.

NOTE: Changes in enrollment may affect your financial aid, F-1 status, or veterans benefits eligibility and may result in financial liability to you and the College. Please notify the appropriate office before making changes in your enrollment.

Part A: Student and Course Information. To be Completed by the Student

Student ID#: _____ Semester: _____ Year: _____

Name (Please Print): _____
(Last) (First) (M.I.)

Student must complete one form for each Academic Division.

Example: 12345 Index Number	ENG Course Prefix	111 Course Number	001A Section # /Campus	16 weeks Session (e.g., 8 wk.)

Student's Signature: _____ Date: _____

Continue with page 2 if after the 60% date.

