



Independence Junior College SEMESTER WITHDRAWAL FORM

Student Name **ID Number** **Semester** **Major (s)** **Date** **Phone Number**

Course Code	Section	Credit Hrs	Lecturer's Signature	Advisor's Signature		Course Code	Section	Credit Hrs	Lecturer's Signature	Advisor's Signature

REASON FOR WITHDRAWAL:

*See reverse side for withdrawal policy.

Student Signature: _____ Advisor Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Date: _____ Received by: _____ ∞ Date: _____ Form Filed by: _____

Date: _____ Processed by: _____

This form must be completed in triplicate and returned to the office by one month before the end of the semester.

SEMESTER WITHDRAWAL POLICY

Students who intend to withdraw from school should fill out and submit a Withdrawal Form to the Office. Students are still liable for all outstanding balances due to the school. If a student wishes to resume his/her studies after they have formally withdrawn from the school, after one academic year, must reapply to the Institution. A student may apply for temporary withdrawal (two [2] semesters) through the Office in the event of an extenuating circumstance such as pregnancy, death in the immediate family, or illness. In the event that programs have been reviewed/changed during their absence, returning students will have to adhere to the new program outlines. Acceptance will be dependent upon space availability, conduct and financial standing. All extenuating circumstances must be documented. Upon the student's return the student must follow the normal registration procedures. In the event that programs have been altered during their absence, returning students will have to adhere to the new programs. If a student withdraws/drop outs without proper documentation, upon a desire to return the student must reapply. Acceptance will be dependent upon space availability, conduct and financial standing.

NOTE: It is important for students to understand that if they stop attending classes, this does not necessarily mean that they have withdrawn. This may suggest that at the end of the semester they will receive a course grade of "F," since they have not completed the required course work. Students are allowed to withdraw from a course, up until the Friday of the 12th week, and will receive a WP/WF on their semester report. Appropriate academic policies will be enforced.

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