ATLANTA METROPOLITAN STATE COLLEGE

COURSE WITHDRAWAL FORM

You should meet with your instructor to discuss your plans to withdraw before you submit this form. The official withdrawal is the date all signatures are listed and the form is received in the Registrar’s Office. Listed below are the steps you must follow to initiate the withdrawal process:

1. Read the withdrawal policy in the College Catalog and the refund policy in the Schedule of Classes.
2. Complete this form in ink and print clearly using a ballpoint pen and pressing firmly.
3. **Obtain a signature from Financial Aid and the Business Office/Student Accounts for complete withdrawals only.**
4. Once all required signatures are obtained and the form completed, submit the completed form to the Registrar’s Office.

Date ____________  Term ____________  Year ____________  AMSCID __________________________

Name_________________________________________  Phone Number __________________________

Last First Middle Initial

Check One Option Below

____  Student is withdrawing from one or more courses. Student is still enrolled in at least one course.

____  Student is withdrawing from all courses. *(Student must submit college ID card to the Office of the Registrar when withdrawing from all courses.)*

<table>
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<tr>
<th>CRN</th>
<th>Course Name</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Last Date of Attendance</th>
<th>Instructor’s Signature</th>
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Financial Aid Received:

____ Grant  ____ Loan  ____ HOPE  ____ None  ____ Other __________  Signature – Financial Aid Office __________  Date ___

**Student-Initiated Withdrawal:** I have read and understand the withdrawal policy listed in the Atlanta Metropolitan College Catalog and there is the possibility I will not receive a full refunds for the withdrawn courses.

_________________________________________ Date

Student’s Signature ___________________________

Signature - Registrar’s Office ___________________________

Date __________________________  Percent of Refund ___

Signature – Business Office __________________________

Online Only Students withdrawing from one or more courses:
Complete and sign; send electronically to registrar@atlm.edu from your AMSC email.

Online Only Students withdrawing from all courses:
Submit the completed form to your instructors or division deans electronically. Once signed by all parties, submit to Financial Aid and the Business Office for signage. When done, submit to registrar@atlm.edu, from your AMSC email.