



J. SARGEANT REYNOLDS COMMUNITY COLLEGE
Request to Withdraw from Class(es)

To request a grade of 'W' for one or more classes, please complete and submit this form in a Student Success Center. The deadline to withdraw from full-semester classes is published in the *Class Schedule* and in the college's calendar on the college web site: http://www.jsr.vccs.edu/_calendar/. Withdrawal deadlines for shorter or longer classes can be obtained in the Student Success Center.

A grade of "W" will be assigned for on-time requests, and your grade point average will not be affected. You are encouraged to discuss your decision with your instructor or a student services specialist, if you have not already done so.

Please note that Withdrawals do not qualify for refunds and that they can negatively affect continued financial aid eligibility.

Section A – To be completed by the Student: Please print clearly.

Current Term:

FALL SEMESTER (Aug-Dec) 20____ SPRING SEMESTER (Jan-May) 20____ SUMMER SESSION (May-July) 20____

Student's SSN: _____ **EmplID:** _____

_____ Last Name _____ First Name _____ MI _____ Jr.,3rd

I am aware that withdrawing from a class(es) can negatively effect my eligibility to receive Financial Aid. I understand that withdrawing from class(es) may put me in a situation where I owe money to the college for tuition and fees

SIGNATURE OF STUDENT: _____ **DATE:** _____

Please complete Columns A,B,C,D,E,F and G below:

A Class ID Nbr	B Subject	C Class Number	D Section Number	E Campus	F Class Title	G Last Date You Attended Class
25741 <i>E</i>	IST	100 <i>X</i>	01A	Parham <i>A</i>	Introduction to Example Class <i>M P L</i>	Sept. 10, 2002 <i>E</i>

For Success Center Use Only:	
Withdrawal Deadlines:	<input type="checkbox"/> On Time <input type="checkbox"/> Late — informed student
<input type="checkbox"/> Financial Aid discussed with student	
Processed by: _____	Date: _____