

Leeward Community College

Complete Withdrawal Form

SUBMIT THIS FORM ONLY IF YOU ARE DROPPING ALL OF YOUR LEEWARD CC COURSES.

The Records Office will only drop Leeward CC courses

You are responsible for all financial obligations, which will be noted on your permanent University of Hawaii records and will be the basis of denial of future registration and transcript requests.

Student ID Number _____ Semester / _____ Year

Last Name First Name M.I.

I am Completely Withdrawing from this semester because:

My Home Campus is: _____

When completely withdrawing from all your classes through the first three weeks of instruction for semester long courses in Fall and Spring, your record of registration will be erased. Beginning the fourth week of instruction (after the erase period), a "W" grade will be assigned to each course dropped and will be recorded on your permanent academic record.

For Summer Session and Part-of-Term courses, check the Academic Calendar on the Leeward CC website for the erase and withdrawal dates. If the course is completed, the grade assigned by the instructor will be recorded on your permanent academic record.

Complete Withdrawals from semester-long courses are not permitted after the tenth week of instruction for the Fall and Spring semesters. For Summer Session and Part-of-Term course deadlines, check the Academic Calendar on the Leeward CC website.

The student is responsible for dropping courses from other UH campuses through MyUH.

I have read and understood the statements above.

Student Signature Date: _____

Financial Aid Office clearance is required. The Records Office will not accept this form without a signature.

Financial Aid Approval: _____ Date: _____