

Withdrawal Form

(For Electronic Single Class Use)

MAIN CAMPUS 21 Campus Circle • Murphy, NC 28906 • 828-837-6810
GRAHAM COUNTY CENTER 145 Moose Branch Road • Robbinsville, NC 28771 • 828-479-9256
CENTER FOR APPLIED TECHNOLOGY 2415 Airport Road • Marble, NC 28905 • 828-835-9564
www.tricountycc.edu



Procedure to Withdraw

To officially withdraw, a student must complete the following steps:

1. Complete this form and contact his/her instructor(s).
2. Obtain ALL required signatures.
3. Return the completed form to the Registrar via TCCC student email**.

**Please Note: Any emails should be sent from your STUDENT TCCC account with your name and the letters "FYEO" in the subject line. (Example: John Smith FYEO)

Withdrawal Grades

If a student completes the above procedure to officially withdraw, he/she will receive the grade of **W** or **EW**. If a student is administratively withdrawn after not following the official withdrawal procedure, then he/she will receive a **U** for the course. The official withdrawal grades of **W** and **EW** do not affect a student's GPA. The administrative withdrawal grade of **U** is the equivalent of an **F** and does affect a student's GPA.

*A grade of "EW-Emergency Withdrawal" is earned when a student follows the official withdrawal procedure and has provided documentation that the withdrawal is directly related to complications created by Hurricane Helene beyond the student's control.

Student ID# or SS# _____ Academic Program/Major _____ Semester: ☐ Fall ☐ Spring ☐ Summer 20____

Last Name _____ First _____ Middle _____

☐ Official Withdrawal - Student Initiated

- | | | | |
|---|---|---|---|
| ☐ Changed my mind | ☐ Course too difficult | ☐ Goal completed | ☐ Relocation |
| ☐ Changed program/major | ☐ Death in the family | ☐ Illness - personal or family | ☐ Transfer to another school |
| ☐ Childcare problems | ☐ Dissatisfied - instruction | ☐ Military deployment | ☐ Transportation |
| ☐ Course load too heavy | ☐ Employment | ☐ Misadvised | ☐ Other: |
| ☐ Course not what I expected | ☐ Financial | ☐ Personal | |

☐ Official Withdrawal - Student Initiated

- ☐ Hurricane Helene Hardship

☐ Administrative Withdrawal - Instructor Initiated

Excessive absences _____ Other _____

Withdraw or Readmit	Course	Number	Section	Title	Credit Hours	Grade if Withdrawal	Last Date Attended	Instructor Initials	Date

Student Initials _____

Date _____

Vice President for Teaching and Learning Initials* _____

*(Only required for withdrawals that are late or related to special circumstances)

Recorded by Financial Aid _____

- ☐ Pell
☐ NC
☐ VA

Hours before change: Cr/Cont _____

Hours after change: Cr/Cont _____

Recorded by Registrar _____

Date _____