

Course Withdraw/Drop or Complete Withdraw

Enrollment Services
Taylor Building – Eagle Central
Phone: 208-732-6250
Email: enrollment@csi.edu

The withdraw period for courses begins after the drop period ends and lasts through 75% of the course. Withdrawing from CSI courses may affect student financial aid, academic standing and/or ability to continue in chosen major. Students are responsible for all tuition and fees associated with the withdrawn courses and will not receive a refund. Please see Enrollment Services for more information.

Name: _____ Semester/Year: _____ CSI ID#: _____

WITHDRAW/DROP COURSE LIST	
Course/Lab Number	Course Title

_____ I understand that withdrawing from courses could affect my current and future financial aid eligibility; there is no refund of charges; and I may be required to return financial aid funds received this semester.
Initial _____

_____ I understand withdraw means I will not earn credit for the course, but it will count an attempt toward hours and repeat limits and a grade of "W" will appear on my transcript, which does not calculate in my GPA.
Initial _____

I am completely withdrawing from all courses, which have not yet had a final grade posted, for the semester indicated above. Additional form may be needed: Decline Aid Form				
Initial _____	Are you planning to return to CSI?	YES	NO	Undecided

_____ **Completion Rate:** _____ **Circle one:** Good Warning Suspension

REASON FOR WITHDRAW (check one)

Health

- ☐ Illness
- ☐ Injury
- ☐ Mental health

Personal

- ☐ Family commitments
- ☐ Work commitments
- ☐ Lack of support from family and/or friends
- ☐ Leaving for religious mission
- ☐ Leaving for military service
- ☐ Not enough time for schoolwork (time management)

Employment/Financial

- ☐ Financial issue (financial strain)
- ☐ Lack of transportation
- ☐ Lack of housing
- ☐ Lack of food
- ☐ Lack of medical care
- ☐ Problems with technology

School

- ☐ Difficulty with academic writing/referencing
- ☐ School workload greater than expected (Expected study workload)
- ☐ Poor grades (Assessment)
- ☐ Lack of support from instructors/institution
- ☐ Lack of support from staff
- ☐ Didn't feel I belonged (Negative experience)
- ☐ Books/supplies too expensive
- ☐ Tuition too expensive
- ☐ Courses don't align with career/personal goals
- ☐ Taking classes at another institution

Last Date of Attendance:

Student Signature: _____ **Date:** _____

CSI Office Use Only – Indicate course/complete withdraw by circling the correct one at the top of the page.
Scanning/QC'ing instructions - Course withdraw is indexed as an add/drop; Complete Withdraws, as CW.

F.A. or E.S. Signature: _____ Date: _____