

**CENTRAL TEXAS COLLEGE**  
**Student Application for Withdrawal**

Student ID # \_\_\_\_\_

\_\_\_\_\_  
Date Received in Records Office

Student Name: \_\_\_\_\_  
Last First M.I.

\_\_\_\_\_  
Date Processed / By Whom

Course: \_\_\_\_\_  
Synonym Name Number Section

Term: \_\_\_\_\_ Year: \_\_\_\_\_

**Reason for Withdrawing (*Ej gemOne*) TEC 51.907 Course Withdrawal Limit Policy**

***** <b>WA</b> - Academic	<b>WC</b> - Deceased (Student)	<b>WD</b> - Discipline	<b>WE</b> - Employment	<b>WF</b> - Financial
***** <b>AW</b> - Administrative	<b>WO</b> - Other	<b>WS</b> - Sick/Student	<b>WX</b> -Non Military Move	<b>WB</b> - Textbooks
***** <b>DW</b> - Disability	<b>WH</b> - Church Mission	<b>WM</b> - Joined Military	<b>DF</b> - Deceased Family	<b>WV</b> - Voluntary
***** <b>SF</b> - Sick/Care	<b>**MW</b> - Military**	<b>WP</b> - Peace Corps/ Foreign Aid	<b>WT</b> - Temporary	<b>**WG</b> - Good Cause **

**\*\* Documentation Required \*\***

☐ Instructor or administrative withdrawal for excessive absences or TSI non-compliance (Circle One) **W FN XN**  
Number of Absences \_\_\_\_\_ Date of Last Attendance: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

☐ Instructor or administrative withdrawal for scholastic dishonesty. **F**

*\* XN applies to developmental courses and Skills Center self-paced courses.*

I have read the rules governing the official withdrawal policy as outlined in the current CTC Catalog, and I find it necessary to apply for withdrawal from class. *\*Only **instructor initiated** withdrawals **require** the instructor's signature.\**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**\* Instructor/Counselor Signature**

\_\_\_\_\_  
**Date**

**OFFICE USE ONLY**

☐ Student initiated withdrawal prior to published deadline **W** ☐ Student initiated withdrawal after published deadline **FN**

Financial Aid Type: TA VA FA Other None (Check One)

PC \_\_\_\_\_ Date \_\_\_\_\_

CTC Form 59 (Rev 6/21) Copy 1 (white) Campus Business Office

Copy 2 (canary) Campus Records Office

Copy 3 (pink) Student

Copy 4 (goldenrod) Education Center