

Fall
Spring
Summer

River Valley Community College

Office of the Registrar

Year _____

WITHDRAW PASSING/WITHDRAW FAILURE DROP FORM

A student may initiate a withdrawal from a course after the drop deadline (60%) of the course by completing this form and submitting it to the instructor. Withdraw Passing (WP) does not affect the student GPA and will be recorded as a WP on the student's academic record. Withdraw Failing calculates in the GPA as an "F" and will be recorded as a WF on the student's academic record.

Student Name _____ ID#: _____

Address: _____ Program _____

CRN	COURSE#	COURSE TITLE	INSTRUCTOR

I understand by registering for courses at RVCC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

Student Signature: _____

*****TO BE FILLED OUT AND SUBMITTED TO THE REGISTRAR'S OFFICE BY THE INSTRUCTOR ONLY*****

Withdraw Failing - WF

Withdraw Passing - WP

Instructor Signature: _____

For Registrar Office Use Only: Received by _____ Date Received: _____ Processed: _____

Copies: Student Program Director/Advisor Financial Aid Instructor