

Paris Junior College Withdrawal Form (to be used after the Official Reporting Date)

This form must be submitted to the instructor by the withdrawal deadline for the term/sub-term of the course. This date is listed on the Academic Calendar at <https://www.parisjc.edu/pjc2/main/some-important/> or can be found in your course syllabus.

STEP 1 To be completed by the student and sent to the instructor.

Student's Name:

Student ID #

Student's E-mail address

Student's Telephone number

Semester Fall Spring Summer I Summer II

Year:

Course: (course prefix, number and section)

Are you receiving financial aid (Pell grant, loans, or scholarships)? Yes No

Comments/Advice from Financial Aid: Students receiving financial aid should contact the Financial Aid office at 903-782-0429 before dropping a course. Dropping courses impacts financial aid eligibility. Withdrawing from all courses could leave you owing money back to the Department of Education.

Possible consequences of dropping a course if on financial aid:

- 1.The third (or more) time that you take the same course (regardless of grade) you will likely have to pay a tuition surcharge of \$50 per credit hour.
- 2.Dropping courses may cause you to lose your financial aid or drop below full-time status affecting medical and/or other insurance and scholarships.
- 3.Dropping courses may also affect your academic status, especially if you are currently on probation.
- 4.Students who enrolled in college for the first time during the fall 2007 or after will not be permitted to drop more than six courses unless they meet certain extenuating circumstances. [See reasons below] {TEC 51.907}

Section 51.907 of the Texas Education Code prevents Paris Junior College from permitting a student to drop more than six (6) courses during their undergraduate career, including courses taken at another institution of higher education. Drop exceptions can be approved if the drop is required for one of the following reasons. **Check a reason only if it applies to you:**

Illness or debilitating condition	Care of sick, injured, or needy
Death in the family	Called to active duty in the military
Change of work schedule	Loss of transportation
Loss of childcare	Lack of financial resources
Other	
COVID-19 Reason:	

If none of the above reasons apply to you, this drop will count towards one of your six available drops.

I have read and understand this information concerning the possible consequences of dropping a course and how it may impact the number of courses I may drop during my educational career. By submitting my name below, I certify this form.

Student's Name:

Date:

Step 2 To be completed by the instructor and sent to the Office of Admissions and Records at studentrecords@parisjc.edu.

*Date received from student:

Comments by instructor:

*The effective date of the student's withdrawal from the selected course will be the date this form is submitted by the student to the instructor.
The request cannot be backdated.

Instructor:

Date:

FOR OFFICE OF ADMISSIONS AND RECORDS ONLY

Date Received:

Processed By: