



WITHDRAWAL FORM

(INVOLUNTARY AND VOLUNTARY WITHDRAWAL FORM)

FOR ALL TRADE STUDENTS

IMPORTANT - Please check and fill out *one* option only:

VOLUNTARY WITHDRAWAL

- For Voluntary withdrawal, Instructors please fill out Sections A, B, D and have students complete Clearance Form.

INVOLUNTARY WITHDRAWAL

- For Involuntary withdrawal, Instructors please fill out sections A, C, D and E.

SECTION A: STUDENT INFORMATION	
Name	Student Number
Program	Start Date
Withdrawal Effective Date	

SECTION B: REASON FOR WITHDRAWAL	
<input type="checkbox"/> 1. Program not met expectations <input type="checkbox"/> 2. Wrong program choice <input type="checkbox"/> 3. Program too difficult/Academic difficulties <input type="checkbox"/> 4. Concerns re instruction <input type="checkbox"/> 5. Concerns re facilities/equipment <input type="checkbox"/> 6. Concerns re job prospects <input type="checkbox"/> 7. Workload difficulties/too heavy <input type="checkbox"/> 8. Department advised withdrawal <input type="checkbox"/> 9. Illness/Health problems <input type="checkbox"/> 10. Financial difficulties <input type="checkbox"/> 11. Secured employment-program related <input type="checkbox"/> 12. Secured employment-program unrelated	<input type="checkbox"/> 13. Family/personal <input type="checkbox"/> 14. Work obligations <input type="checkbox"/> 15. Commuting difficulties <input type="checkbox"/> 16. Other <input type="checkbox"/> 17. Welding upgrader-incomplete <input type="checkbox"/> 18. Involuntary withdrawal <input type="checkbox"/> 19. Abandoned training <input type="checkbox"/> 20. Program failure <input type="checkbox"/> 21. Change of Career Goals <input type="checkbox"/> 22. Lost interest in program <input type="checkbox"/> 23. Weak academic background <input type="checkbox"/> 24. Sponsorship problems

SECTION C: SUMMARY OF STUDENT PERFORMANCE:

Days absent: _____ excused _____ unexcused

Days late: _____ excused _____ unexcused

Competencies completed to date: _____ Class average: _____

ATTACH COPIES OF: Student Reports, Performance Contracts and Advisor Sessions.

REASON FOR WITHDRAWAL: _____

SECTION D: (to be signed for both voluntary and involuntary withdrawal)	
_____ Instructor's Signature	_____ Date
SECTION E: (all signatures required for involuntary withdrawal)	
_____ Recommended by the Chief Instructor	_____ Date
_____ Approved by the Associate Dean	_____ Date
_____ Reviewed by the Registrar (signature) (with letter being forwarded to student)	_____ Date