Course withdrawals are processed via your LOIS account. However, LOIS will not allow a withdrawal from the final class listed on your schedule. You must complete this form to do so. Please visit the online academic calendar to review withdrawal deadlines for all course sessions.

Prior to submitting this form, you are required to obtain signatures from an Academic Advisor and a Financial Aid Office designee.

**Name:** Last, First, MI

Phone Number: @student.lssc.edu

Select Term:

- [ ] Fall
- [ ] Spring
- [ ] Summer A/AE
- [ ] Summer B

Year: _____

**Reason for Withdrawal from Course:**

- [ ] Academic Performance
- [ ] Personal or Family Illness
- [ ] Financial Circumstances
- [ ] Change in Academic or Career Goals
- [ ] Geographic Move
- [ ] Work Demands
- [ ] Other ____________________________

**Check if applicable:**

- [ ] Financial Aid Recipient
- [ ] Veteran’s Benefits Recipient

**NOTE:** Any outstanding financial obligations, (for example: parking fines, library fines, loan repayments) will prohibit release of academic records and prevent future registration. Withdrawals are not refundable.

**Required Signatures**

- Student Signature: __________________________ Date: ____________
- Academic Advisor Signature: __________________________ Date: ____________
- Financial Aid Signature: __________________________ Date: ____________
- Print - Student Name: ____________
- Print - Academic Advisor Name: ____________
- Print - Financial Aid Name: ____________

**For Office use only:**

- Admissions & Records Signature: __________________________ Date: ____________
- Print - Admissions & Records Name: ____________