**Learning Support/ESL Course Withdrawal Application**

You may withdraw from Learning Support courses (LS courses) **only** under serious circumstances such as a work schedule change that conflicts with your class time, health problems that require extended absences, death of a family member, or legal matters that require extended absences.

Excessive absences from class due to any reason other than those listed above are **NOT** serious circumstances.

In order to withdraw from a LS course at Pellissippi State Community College, you must support your request to withdraw with official documentation.

Name: _____
Last First Middle

Student ID Number: _____ Date: _____

Telephone Numbers: _____

Email: _____

Semester: (circle one) FALL SPRING SUMMER 20_____

Requesting a withdrawal from the following course/s:

| | | |
|---|---|---|
| ENGL 0800 | MATH 0820 | ESLR 0700 |
| ENGL 0810 | READ 0800 | ESLR 0800 |
| ENGL 0820 | READ 0810 | ESLW 0700 |
| MATH 0800 | READ 0820 | ESLW 0800 |

Provide the following information:

- ☐ I. My serious circumstance that does not allow me to continue in class is:
  _____
  _____
  _____
  _____
  _____
  _____
  _____
- ☐ II. Attach documentation of your circumstances to this form. **This application will not be reviewed without this documentation.**
- ☐ III. Attach a completed drop/add form to this form. **NOTE: If you are receiving financial aid, including the lottery scholarship, contact the financial aid office before requesting a withdrawal.**

Return this form and documentation to the Counselor's office at your campus. After a review of your request, you will be notified of the approval or denial of you application by telephone or email.

Student's signature: _____

Reviewer's signature: _____



**See reverse side**