

Dual Degree Request for Withdrawal from a Program (graduate only)

This form should be completed during an Exit Interview with a Graduate Program Chairs of your dual degree program.

♦ View policy details: [Student Handbook](#) ♦ More info: [FAQ](#)

I am requesting a **PROGRAM WITHDRAWAL**: I do not plan to complete one of the two programs I am enrolled in as a dual degree student. (This form allows students to withdraw from a dual degree program and complete the degree requirements for a single graduate program.)

Student Signature _____ Today's Date _____ Last Attendance Date _____

Name: _____ Student ID #: _____

Dual Degree Programs _____ & _____

Semester you started at CCA: _____

Program from which you are withdrawing: _____ Number of units completed to date: _____

Reason for request (check all that apply): Financial Personal Academic

Please explain the reasons for this request: _____

DURING YOUR EXIT INTERVIEW WITH THE PROGRAM CHAIR, COMPLETE THE FOLLOWING:

(1) STUDENT

Please read carefully and sign below.

► I understand that this request is not finalized until I have completed an exit interview, obtained all appropriate signatures, and submitted this completed form to my Program Manager.

► I understand that this change in status will be reflected on my transcripts and is not reversible unless I reapply and am accepted to the program from which I am withdrawing.

I further understand that I am responsible for completing all degree requirements for the program I am intending to finish. I understand that not all classes taken under the dual degree program will necessarily count towards completion of this degree. I am responsible for meeting with my program advisor to understand my outstanding degree requirements and generate a plan for completion.

► I understand that if I return to CCA to complete a second degree, I will be required to complete all of the units and requirements of that degree.

I understand that if I return to CCA to complete a second degree, upon admittance I will be required to complete all degree requirements and total number of units of that degree and that any coursework previously completed will not necessarily count towards those requirements.

► I understand that if I receive federal financial aid I may be subject to the Return of Title IV Program Funds policy.

► I understand that I am strongly encouraged to speak with the following offices. I understand that if I do not clear up any obligations with these offices, repercussions may include a registration hold which will block me from enrolling in classes until I reconcile business with the appropriate office(s).

Student Records: All students should check their status with Student Records.

Student Accounts: All students should check their status with Student Accounts.

Financial Aid Office: All students should check their status with Financial Aid.

Program Manager: All students should meet with their program advisor to discuss degree completion requirements.

Other: _____

Student Signature _____ Today's Date _____

(2) CCA SIGNATURES

Program Chair ► Signature _____ Date _____

Program Chair ► Signature _____ Date _____

(3) SUBMIT THIS COMPLETED FORM TO YOUR PROGRAM MANAGER