

## **Electronic Drop/Withdrawal Form**

The electronic drop/withdrawal form will be used starting the day after drop/add each semester. Students will use the electronic drop/withdrawal form to drop or withdraw from classes during the semester.

Students can access the electronic drop/withdrawal form by following the steps below:

1. Go to [www.cv.edu](http://www.cv.edu)
2. Click on "Admissions"
3. Scroll down to "Enrollment" and click on "Drop/Withdraw Form"
4. Once electronic drop/withdrawal form is complete, "Submit" form

### **Next Step Processes:**

1. The electronic withdrawal form will be forwarded to the Office of Student Development for consultation with the student about dropping or withdrawing from class.
2. If the student is an athlete, the form will be routed to the appropriate coach for approval.
3. The form will be routed to the assigned instructor of the class(es) for approval.
4. The form will route to the Financial Aid Office for approval.
5. Next, the form will route to the Admissions Office for processing.
6. Once the Admissions Office has processed the drop/withdrawal form, an email will be sent to the student and instructors stating the process has been completed, and the student has been dropped/withdrawn.