



COURSE WITHDRAWAL FORM

First Name (Please print clearly)

Last Name

Student ID Number

Course

Number

Section

Before requesting a W you should:

1. Consider the academic consequences: consulting with your academic advisor or program coordinator is strongly recommended.
2. Consider the financial, billing and residential life consequences: consulting with the Financial Aid Office Bursar's Office and Residential Life is strongly recommended.
3. If you are a Veteran: consulting with the Veteran's liaison regarding government funding is strongly recommended.
4. If you are an International student: you must consult with the International Office regarding US Immigration implications and their signature is required.

I, _____, understand the academic, financial
(Print Name)

Residential Life and, if applicable, US Immigration ramifications of my request to be withdrawn from the course listed above for the following term (check appropriate term):

Spring Summer I Summer II Fall _____

I understand that a W will appear on my official academic transcript. Grades of W cannot be changed once the W is recorded on the transcript.

Student Signature: _____ Date: _____

International Students Only:

Director of International Services: _____ Date: _____

cc: Instructor; International Services Office (if applicable)

COMPLETED FORM MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE PRIOR TO ESTABLISHED DEADLINE ON THE ACADEMIC CALENDAR



COURSE WITHDRAWAL POLICY

Full-time or part-time, graduate or undergraduate, students may withdraw from a full term course prior to the end of the tenth week of classes. If a course meets less than the 15 week term, the student may withdraw from the course prior to the two thirds mark of the course. The student should verify the date for withdrawal from courses meeting less than 15 weeks with the Office of the University Registrar (South Campus Hall, First Floor). The deadline for students to withdraw from full term courses will be published in the academic calendar.

Course Withdrawal

During the first two thirds of a class, any student may withdraw and receive a final grade of W on their academic transcript by:

1. Considering the academic consequences: consulting with his or her academic advisor or program coordinator is recommended.
2. Considering the financial, billing, and US immigration implications: consulting with the Financial Aid Office, Bursar's Office and, if applicable, the International Office is recommended.
3. Completing the Course Withdrawal Form.
4. Having the form signed as required.
5. Submitting the form to the Office of the University Registrar by the published deadline date.