

COURSE WITHDRAWAL FORM

This form is to be used **AFTER the Drop/Add period** and on or before the last date to withdraw from a course. A course withdrawal within this period will receive the grade of "W".

Student Name: _____ Major: _____

ID#: _____ Date: _____ Semester/Year: _____

Local Address: _____

Phone #: _____ Email: _____

↓ Course ID / Section #	↓ Course Title	↓ Instructor Name
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One course per form: Please use additional forms for additional courses.

Important: If you are withdrawing from ALL courses in a semester, do not use this form. You must see the Registrar.

Reason for withdrawal: _____

Student Signature: _____ **Date:** _____

ATTENTION: This form must be received in the Registrar's Office by 5:00 pm on the last date to withdraw from a course (please refer to Academic Calendar for current semester deadline). It is the responsibility of the student, not an instructor, to withdraw from any course. Non-Attendance in a course is not considered a withdrawal. A failing grade (F) will be issued for any course that you do not attend and from which you fail to properly withdraw.

FOR OFFICE USE ONLY:

Date rec'd in Registrar's Office _____

Date Processed _____ by _____