

WITHDRAW FROM COURSE FORM

STUDENT NAME: _____ ID #: _____
(Print)
SEMESTER: (Check One): [] Fall [] Spring [] Summer Year: 20_____
COLLEGE: _____ COURSE TITLE: _____
COURSE ID #: _____ SECTION #: _____

A student may withdraw from a course anytime before the final day of classes*, only if the student is passing the course ("C" or above if the course is being taken Pass/No Credit, "D" or above for all other courses), and only with the signed approval of the instructor and the faculty advisor. For these approved withdrawals, the student's grade on the transcript will be a "W" and will not be calculated into the GPA. A student may not withdraw from a course after the last day of classes (prior to finals). Forms will not be accepted (without exception) in the Registrar's Office once finals week has begun.

* The deadline in the spring for graduating seniors is one week prior to the last day of classes. See academic calendar.

INSTRUCTOR COMMENTS:
PLEASE CHECK ONE: [] APPROVED [] DENIED

STUDENT SIGNATURE _____ STUDENT NAME (Print) _____ DATE _____

INSTRUCTOR SIGNATURE _____ INSTRUCTOR NAME (Print) _____ DATE _____

ADVISER SIGNATURE _____ ADVISER NAME (Print) _____ DATE _____

THIS FORM MUST BE SIGNED AND DATED AND SUBMITTED TO THE REGISTRAR'S OFFICE BY THE LAST DAY OF CLASSES (BEFORE FINALS BEGIN)* (see note above).

FOR OFFICE USE ONLY
DATE PROCESSED _____ INITIALS _____