WITHDRAW FROM COURSE FORM

STUDENT NAME: _____ **ID #:** _____
(Print)

SEMESTER: (Check One): ☐ **Fall** ☐ **Spring** ☐ **Summer** **Year: 20**_____

COLLEGE: _____ **COURSE TITLE:** _____

COURSE ID #: _____ **SECTON #:** _____

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 _____