



Undergraduate Course Withdrawal Form

Request to withdraw from a class after the drop/add period and prior to the 12th week of the semester. Students may not withdraw from coursework during the last four weeks of the semester. Before withdrawing, discuss alternatives with the instructor and your advisor.

- By withdrawing from this course, you may be extending the time needed to complete your degree.
- Financial Aid implications could occur due to a course withdrawal. Consult the Office of Financial Aid to review your financial aid package.
- Athletics eligibility requires 12 credits and maintenance of a minimum 2.0 cumulative GPA.
- Dean’s list requires completion of at least 6 credits.

Guidelines for withdrawal from half-semester classes:

Withdrawal after the first five days of class – this period extends from the end of the 5-day drop/add period to no later than the end of the third week of classes. A grade of “W” will be recorded on the transcript. A student may not withdraw from a half-semester class during the last 1 ½ weeks of the class.

All students withdrawing from a course must complete section 1 of this form and obtain the required signatures. Additional sections may require completion.

Section 1:

Student Name: _____ Student ID: _____

Expected Graduation Month/Year: _____ Course#: _____ # Credits: _____

Reason for withdrawal: _____

Will this withdrawal drop you below 12 credits (*if yes, continue to section 2*): Yes [] No []

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Last date of attendance: _____

Advisor Signature: _____ Date: _____

Section 2: Check all that apply and obtain signatures if withdrawal drops you below 12 credits

Resident: No [] Yes [] Dean of Students Signature (AD 203): _____

F1 Visa: No [] Yes [] PDSO Signature (Apple 1): _____

Athlete: No [] Yes [] Athletics Signature: _____

(One of the following will suffice: Susan Kolb, Athletic Dir (Athl Ctr 209); Dr. Terry Scott, Faculty Athletic Rep (HO 260); or Jack Mehl, Advising & Support Service Coordinator (Athl Ctr 216))

Section 3: Withdrawal from HON 499 or Internship (399) requires the following:

Honors Program Signature: _____ Date: _____

Career Center Signature: _____ Date: _____