



## Undergraduate Course Withdrawal Form

Request to withdraw from a class after the drop/add period and prior to the 12<sup>th</sup> 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 (Whitaker 230): \_\_\_\_\_

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. Jen Cooper, Faculty Athletic Rep (RO 29); 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: \_\_\_\_\_