

COURSE WITHDRAWAL FORM

Student Name		Academic Year	
Student ID		Semester	
Major		College	

Courses to be withdrawn from:

Code	Course Title	Sec	Credit	Instructor's Sig.	Date

Total Credit Hours After the withdrawal ()

** The instructor's signature is required only after the Add and Drop period.*

Advisor Name & Signature (undergraduate only):	Date:
Student Signature:	Date:
Only for students whose credit load is dropping below 12	
Financial Aid Signature:	Date:
Accounting Signature:	Date:
Registration Officer:	Date:

- *To be used only by students withdrawing from one or more registered courses. For the deadlines for withdrawal with the grades of "W, WP/WF" please see the current academic calendar. The student complete the form and submit it personally to the Registrar's office.*

Notes to Students:

- *It is your responsibility to be aware of any credit load restriction that are associated with special programs, financial benefits, tuition fees, etc.*
- *Withdrawal from courses with a grade of "W" must occur no later than the end of the tenth week of classes.*
- *As of the eleventh week of classes up to the last days of classes, a grade of "WP/WF" is indicated for those who withdraw from a course based on the instructor recommendation.*
- *Date of withdrawal is the dates of receipt within the Registrar's Office .*
- *It is the student responsibility to check the updated schedule on Banner-Self Service.*

Copies: Green - Registrar Office Copy
White - Student Copy
Yellow - College Dean/Dept. Chair