



"Providing Excellent Service from Registration to Graduation"

**COURSE WITHDRAWAL FORM**

Student Name		Academic Year	
Student ID		Semester	
Major		College	

Courses to be withdrawn from:						
Code	Course Title	Sec	Credit	Grade	Instructor's Sig.	Date
				WP / WF		
				WP / WF		
				WP / WF		

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:
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Student Signature:	Date:
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**Only for students whose credit load is dropping below 12**

Financial Aid Signature:	Date:
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Accounting Signature:	Date:
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Registration Officer:	Date:
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- 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 upto the last day of classes, a grade of "WP" or "WF" is recommended by the instructor for those who withdraw a course.
- 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