



Registrar's Office

**COURSE WITHDRAWAL**

Note: Return completed form to the Registrar's Office for processing. If the withdrawal paperwork is turned into the Registrar's Office before mid-term, the student will automatically receive a grade of WW. After mid-term, a grade of withdraw passing (PW) or withdraw failing (FW) will be assigned by the student's instructor. Withdrawal forms will not be accepted in the Registrar's Office after the last date of classes. For individual course withdrawals after the standard add/drop period, tuition and fees will not be adjusted.

Name \_\_\_\_\_ Date \_\_\_\_\_

Student No. \_\_\_\_\_ Semester \_\_\_\_\_

Address: (If dormitory please indicate dorm and room number)

\_\_\_\_\_  
\_\_\_\_\_

Freshman\_\_ Sophomore\_\_ Junior\_\_ Senior\_\_ Major \_\_\_\_\_

Course Name \_\_\_\_\_ Course No. & Section \_\_\_\_\_

Instructor \_\_\_\_\_

Date Last Attended Class \_\_\_\_\_

Reason for Withdrawal \_\_\_\_\_

Are YOU: (if you answer yes to any of these, please obtain the appropriate signature(s))

Currently Receiving

Veterans Benefits: Yes/No

\_\_\_\_\_  
VA Rep. Signature Date

An Athlete: Yes/No

\_\_\_\_\_  
Athletic Dir. Signature Date

An International Student: Yes/No

\_\_\_\_\_  
International Student Rep. Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Advisor Signature Date

<i>FOR REGISTRAR'S OFFICE USE ONLY</i>			
Students grade at time of withdrawal:	FW <input type="checkbox"/>	PW <input type="checkbox"/>	WW (automatic up to midterm) <input type="checkbox"/>
Per Instructor:	Fax <input type="checkbox"/>	Mail <input type="checkbox"/>	Email <input type="checkbox"/> Telephone Call <input type="checkbox"/>
Received by: _____	Date _____	Entered by: _____	Date _____
Copy to Student Accounts <input type="checkbox"/>	All Necessary Signatures <input type="checkbox"/>	Updated: 3/2011	