



Course Withdrawal Form

(Please submit to Office of the Registrar)

Photo ID is required when submitting this form. This form is valid after drop/add week. If you intend to withdraw from ALL courses this semester, DO NOT use this form. Complete the TERM WITHDRAWAL FORM.

Term: _____ Year: _____
(Spring Summer Fall)

Full Name: _____ I.D.#: _____
Last First Middle

Telephone: _____ Email: _____

Are you a student-athlete? Yes If yes, specify the sport: _____ No

Are you receiving G.I. Bill/VA Educational Benefits? Yes No

Are you an International Student? Yes No

Are you a scholarship recipient? Yes No

Please read the following and take appropriate action and/or obtain the appropriate signatures below:

1. Students receiving a scholarship or Federal Direct Loans, dropping below half-time status, must complete an exit interview with the Office of Financial Aid.
2. ALL students must obtain signature approval from their appropriate Academic Advisor.
3. Graduation Candidates must obtain signature approval from their appropriate Academic Advisor.
4. Student-Athletes must obtain signature approval from the Athletic Director.
5. Veteran Beneficiaries must notify their certifying official of their change in schedule. Course withdrawal may affect benefit level.
6. International Students (F-1 or J-1 Status) must obtain signature approval from the Registrar.
7. AR (Accounts Receivable) Hold will prevent course withdrawal.
8. All students withdrawing from a course must obtain signature approval from the Office of Institutional Effectiveness.

Submission of this form will result in the withdrawal from the specified course(s) below. A withdrawal is considered a course attempt and may impact future fees associated with Repeat Course and Excess Hours Surcharges. A withdrawal also effects degree progress and may delay graduation. The withdrawal will be indicated on the academic transcript by a grade of W, if submitted prior to the deadline to withdraw without academic penalty as indicated on the academic calendar. Forms submitted after the deadline to withdraw without academic penalty are indicated on the academic transcript by a grade of WF. Please note that a WF has no grade point value and is not calculated in the GPA and is not eligible for grade forgiveness.

Course prefix & Number	Course Title	Is reason for withdrawal due to medical or personal hardship?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

By signing this form, you are indicating that you have read and agree to the above:

Student Signature _____

Date _____

Financial Aid Signature: _____

Academic Advisor Signature: _____

Athletic Director (if applicable): _____

International Services Signature (if applicable): _____

Provost's Signature: _____

Institutional Effectiveness _____

Office Use Only: Processed by: _____ Processed on: _____