

**Student Initiated Course Withdrawal Policy – grade of W on the transcript for each course:**

- Undergraduate students may withdraw from one or more courses from the end of the Add/Drop period through the end of week 5.
  - Graduate students may withdraw from one or more courses from the end of the Add/Drop period through 60% of the term.
- No fee is assessed for such action. However, withdrawn courses are included in the tuition charge for the term.

**STUDENT INFORMATION**

**Student Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Center:  Goodyear, AZ     Lebanon     Manchester     Online     Portsmouth

When this form is processed, I will be registered for \_\_\_\_\_ credits for the term.

I am currently an NCAA athlete: \_\_\_\_ No \_\_\_\_ Yes (**Note: Any withdrawals may affect full-time status for NCAA eligibility.**)

**Course from which you wish to withdraw:**

Term/Year	Course Number/Section	Course Title
_____	_____	_____
_____ Student Signature		_____ Date

**Note: It is the student’s responsibility to consult the current University Catalog for full policies regarding course withdrawals.**

**REQUIRED SIGNATURES**

Your signature below acknowledges that you have discussed the consequences of withdrawing from this course with the student; it does not necessarily indicate your approval.

Please note student’s last date of attendance: \_\_\_\_\_

_____ Instructor Signature	_____ Date	_____ Print Name
_____ Center Director/Advisor Signature	_____ Date	_____ Print Name
_____ Student Financial Services Signature	_____ Date	_____ Print Name

**For Student Athletes Only:**

_____ Coach/Athletic Compliance Officer Signature	_____ Date	_____ Print Name
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Processed by: _____	Date: _____	Submitted to NSC <input type="checkbox"/>	Rev. 10/16
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