

STUDENT INITIATED COURSE WITHDRAWAL

Student Initiated Course Withdrawal Policy—please see Academic Catalog for full details:

The student is responsible for collecting all necessary signatures and submitting the completed form to the Registrar's Office. No fee is assessed for a course withdrawal. However, withdrawn courses are included in the tuition charge for the semester/term. Due dates are as follows:

1. Semester Courses: Students may withdraw from one or more courses after the Add/Drop Period, but prior to the **end of week 10**.
2. Undergraduate Term Courses: Students may withdraw from one or more courses after the Add/Drop Period, but prior to the **end of week 5**.
3. Graduate Term Courses: Students may withdraw from one or more courses after the Add/Drop Period though **60% of the term**.

TO BE COMPLETED BY THE STUDENT

Student Name	Student ID Number	Date	
1. After this form is processed, I will be registered for _____ credits for the semester/term. 2. I am currently a NCAA athlete: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Course from which you wish to withdraw:			
Semester/Term	Year	Course Number and Section	Course Title
Student Signature		Date	

TO BE COMPLETED BY THE INSTRUCTOR

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. **REQUIRED: Student's last date of attendance/participation:** _____

Instructor Signature	Date	Print Name
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Advisor Signature	Date	Print Name
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Student Financial Services Signature	Date	Print Name
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ATHLETES ONLY

Any withdrawals may affect full-time status for NCAA eligibility and will require the signature of your coach and NCAA Compliance Coordinator.

Athletic Coach Signature	Date	Print Name
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NCAA Compliance Coordinator Signature	Date	Print Name
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