

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 However, withdrawn courses are included in the tuition charge for the term.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

Processed by: _____	Date: _____	Rev. 6/16
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