

## 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 However, withdrawn courses are included in the tuition charge for the semester/term.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			
<b>Course from which you wish to withdraw:</b>			
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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