

## 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 However, withdrawn courses are included in the tuition charge for the semester/term.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 _____                      |                    |

### REQUIRED SIGNATURES and LAST DATE:

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 _____ |
| Advisor Signature _____                    | Date _____ | Print Name _____ |
| Student Financial Services Signature _____ | Date _____ | Print Name _____ |

### 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 _____ |
| NCAA Compliance Coordinator Signature _____ | Date _____ | Print Name _____ |