



STUDENT INITIATED COURSE WITHDRAWAL

For Complete Student Initiated Course Withdrawal Policy see the Academic Catalog

The student is responsible for initiating this process and working with the Student Success Center (SSC) to collect all necessary signatures and submit 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 However, withdrawn courses are included in the tuition charge for the semester/term.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

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

REQUEST FOR A LATE WITHDRAWAL: a request for a student-initiated withdrawal that occurs **AFTER** one of the above-listed due dates may be granted but **only with the permission of the Dean of the College** (or their Designee) in which the student's degree program is housed.

TO BE COMPLETED BY THE STUDENT WITH THE HELP OF THE STUDENT SUCCESS CENTER (SSC)

Student Name

Student ID Number

Date

After this form is processed, I will be registered for _____ credits for the semester/term.

I am currently an NCAA Athlete Yes No If yes, what sport?

	Semester/Term	Academic Year	Course Number and Section	Course Title
1				
2				
3				
4				
5				

Student Signature

Student Success Center Signature

REQUIRED SIGNATURES AND LAST DATE OF ATTENDANCE

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.

	Course Number & Section	Course Title	Instructor's Signature	Last Date of Attendance/Participation
1				
2				
3				
4				
5				

Advisor's Signature

Date

Advisor's Printed Name

Student Financial Services Signature

Date

SFS Printed Name

Dean or Designee Signature **for LATE WITHDRAWAL**

Date

Dean/Designee Printed Name

ATHLETES ONLY

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

Athletic Coach Signature

Date

Athletic Coach Printed Name

NCAA Compliance Coordinator

Date

NCAA Compliance Coordinator Printed Name