



Course Withdrawal Form

Office of the Registrar
(Only One Course per Form)

Student ID: _____ Fall Spring Summer Year: 20

Student Name: _____

Course #/Section: _____ Title: _____

Instructor: _____ Advisor: _____

When withdrawing from a course, please keep the following grading policies in mind:

Students who withdraw from a course after the drop/add period but before the eighth week of the semester (in the case of a yearlong course, before the last class of the first semester) will receive a grade of "W". In instances where students discontinue attendance without completing the course withdrawal process, a grade of 'WF' will be recorded.

Grade by Instructor: **W** Withdrawal w/o Evaluation (before 8th week of semester only)

WF Withdrawal with a Record of Failure (no official w/d submitted did not attend classes or complete course requirements)

Last Date Student attended class or field placement:

Advisor's Approval: _____ Date: _____

Instructor's Approval: _____ Date: _____

Student's Signature: _____ Date: _____

A withdrawal is not complete until this form is signed and returned to the Registrar's Office.