



Course Withdrawal Form

Office of the Registrar
(Only One Course per Form)

Student ID:

Student Name: Semester: Fall Spring Summer Year: 20

Course #/Section: Title:

Instructor: Advisor:

Student's Signature: Date:

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 mid-point of the 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 (Awarded when student withdraws from a course after the drop/add period, and before the mid-point of the semester)

WF Withdrawal with a Record of Failure (Awarded when the student is not meeting academic expectations in the course at the time of their departure on or after the course midpoint.)

Last Date Student attended class or field placement: Date: _____

Advisor's Notification: Date:

Instructor's Notification: Date: _____

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