



Course Withdrawal Form

Office of the Registrar
(Only One Course per Form)

Student ID:

Student Name: Fall Spring Summer Year: 20

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semester (in the case of a yearlong course, before the last class of the first semester) will receive a grade of "W" (Withdrawn without Evaluation). In instances where students discontinue attendance without completing the course withdrawal process, a grade of 'WF' will be recorded.

A course dropped after the eighth week of the semester in which a student was doing unsatisfactory work would be recorded as "NC" (No Credit), with the same consequences as a "regularly earned" NC.

- 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)
 WP Withdrawal with a record of passing (after the midpoint of the semester, only if student in good academic standing in the course at the time of departure from the course)
 NC No Credit (after 8th week of semester only)

Last Date Student attended class or field placement: Date:

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.



**WILLIAM JAMES
COLLEGE**

GRADUATE EDUCATION IN PSYCHOLOGY

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