

NOTICE OF WITHDRAWAL FROM A COURSE

NAME : \_\_\_\_\_

COURSE : \_\_\_\_\_

DATE: \_\_\_\_\_

ADVISOR'S NAME AND SIGNATURE :

\_\_\_\_\_

COURSE WITHDRAWAL POLICY –

Students can “withdraw” from a class without it appearing on their transcript until mid-term. (see Academic Calendar for actual dates)

From mid-term until the last day of classes a student can “withdraw” from a course. The course will appear on the transcript with a grade of “W”.

Students are not allowed to “withdraw” from a class after the last day of classes. (see Academic Calendar for actual date).

This signed form must be RECEIVED in the Registrars Office by the appropriate date.