

## Course Withdrawal Form

A student who remains enrolled in courses after the first day of classes and wishes to withdraw from a course must complete the Course Withdrawal Form. If the course withdrawal occurs before the course withdrawal deadline, the course remains on the transcript and is designated with a W. A course withdrawal after the deadline results in a grade of F.

**Procedure:**

1. The course withdrawal deadline for degree programs is Wednesday of Week 7
2. Course withdrawal fees are based on the number of days that the student is enrolled in each course, starting on day 1. Students are charged a pro-rata rate up to the date the institution is notified in writing.
3. Withdrawing from a course may affect your graduation date as well as your eligibility for student financial assistance.
4. All course withdrawals require academic and student finance advisement.

<b>TO BE COMPLETED BY THE STUDENT</b>	
Student Name:	Student #:
Phone #:	Email:
Program:	
Date (MM/DD/YY):	
Reason for withdrawal (Please provide details)	
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Student Signature: _____  Date of Request: _____
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<b>For Office Use Only</b>
Request Received on: _____
Additional Comments: _____ _____
Signature: _____