

Course Withdrawal Form

Master of Business Administration-MBA

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. Course withdrawals after the deadline results in a grade of F.

Procedure:

1. The course withdrawal deadline for degree programs is Wednesday of Week 2.
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. All course withdrawals require academic and student finance advisement

TO BE COMPLETED BY THE STUDENT:	
Student Name:	Student #:
Phone #:	IBU Email:
Specialization:	
Student Type: () Domestic () International	
Course Code and Title (to be dropped):	
Reason for dropping the course:	
<p>Student Signature:</p> <p>Date (MM/DD/YY):.....</p>	

For Office Use Only:

Student Support Office:

Request Received On (DD/MM/YY): _____

Signature: _____

Date: _____

Enrolment Office:

Request Received On (DD/MM/YY): _____

Signature: _____

Date: _____