

DIRECTIONS

Use this form to withdraw from course(s) after the first two weeks of the semester.

 * WARNING: Students receiving financial aid who will drop below 12 credits should check with Financial Aid, HAB 603, before submitting this form.

1. COMPLETE the form and secure the relevant signatures and dates.

- Matriculated Undergraduate Students — INSTRUCTOR'S SIGNATURE with the last date of attendance and your ADVISOR'S SIGNATURE
- Matriculated Graduate Students — INSTRUCTOR'S SIGNATURE with the last date of attendance
- International Students — INSTRUCTOR'S SIGNATURE with the last date of attendance and your INTERNATIONAL ADVISOR'S SIGNATURE
- Non-Matriculated Students* — Only your signature is needed

2. Freshman Comp 1 or 2 require a signature of approval from Coordinator/Department Chair.

(*Not required for non-matriculated students)

3. SUBMIT the form to the Records and Registration Office, HAB 19, by the course withdrawal deadline printed in the academic calendar in the schedule of classes.
4. You will be billed a withdrawal fee.

Please type or PRINT CLEARLY:

Last Name _____ First _____ MI _____

Local Address: Street _____ Apt. No. _____

City _____ State _____ Zip Code _____

Student Signature _____ Date _____

 Banner ID

N									
---	--	--	--	--	--	--	--	--	--

Banner ID

- ☐ Undergraduate
☐ Non-Matriculated Undergraduate
☐ Graduate
☐ Non-Matriculated Graduate
☐ EOP

COURSE INFORMATION
☐ Fall ☐ Spring ☐ Winter ☐ Summer Year _____ CRN _____ Course Number _____ Section _____

Course Title _____

FOR INSTRUCTOR USE ONLY

Date last attended _____ Instructor Name _____

Instructor Signature _____ Date _____

APPROVALS

Advisor Signature _____ Date _____

EOP Advisor Signature (required for EOP students) _____ Date _____

International Advisor Signature (required for international students) _____ Date _____

Dean Signature (required AFTER deadline) _____ Date _____

For the purposes of assessing tuition liability the effective withdrawal date is the date the form is received in Records & Registration.

Forms submitted with forged signatures will not be processed. This may result in failing grades for the course(s). In addition, students will be subject to college disciplinary action.

DATE RECEIVED
 by Records & Registration

DATE PROCESSED
 by Records & Registration