Course Withdrawal

Centralized Student Assistance Office

Student’s Name: ___________________________________________ ID#: __________________________

☐ Fall  ☐ Spring  ☐ Summer Session I  ☐ Summer Session II  Year: _______________________

To request withdrawal from a course after the last date to drop, complete this form and return it to the CSA Office with your signature as well as your advisor’s signature.

Note: If it is past the last day to withdraw with a grade of W, the CSA Office will contact the instructor of the course from which you wish to withdraw and he or she will indicate a grade of WP (if passing the course at the time) or WF (if failing the course at the time). A grade of WP has no effect on your GPA. A grade of WF is calculated in your GPA with the same value as F.

The CSA Office recommends, but does not require, that you discuss withdrawal with your instructor prior to submitting the form. You may be able to find a way to remain in the course and earn the credit hours toward graduation.

I request withdrawal from these courses:

<table>
<thead>
<tr>
<th>DEPT</th>
<th>COURSE #</th>
<th>SECTION #</th>
<th>INSTRUCTOR</th>
<th>CREDIT HOURS</th>
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TOTAL HOURS DROPPED: ____________

Student’s Signature: ___________________________ Date: ___________________________

Advisor’s Signature: ___________________________ Date: ___________________________

Dean of the Faculty’s Signature (required for any withdrawal that results in a semester hour load of fewer than 12 credits):

_________________________________________ Date: ___________________________

FOR REGISTRAR’S USE ONLY:

Registered hours before withdrawal: ____________

Registered hours after withdrawal: ______________

Athlete: Yes _____ No _____