INSTRUCTIONS . . . . READ CAREFULLY

Be aware withdrawing from a course may result in a significant change to your financial aid. Also, if you are adding a course to replace the withdrawn course, you may incur additional tuition charges. If you have any questions, consult the Student Financial Services BEFORE you withdraw.

Complete the necessary sections of this form and return it to the Registrar’s Office.

Steps 1-3 must always be completed unless you are a Continuing Education Student. Continuing Education Students must complete sections 2 and 3.

1. ADVISOR

I have discussed the advisability of the course withdrawal with the student and advised the student of the effect of this withdrawal on his or her program of study.

______________________________________________________    ______/______/_____
ADVISOR’S SIGNATURE                                                                                                                               DATE

2. COURSE INSTRUCTOR

I acknowledge this notification that this student is withdrawing from this course and will be assigned a grade of ‘W’.

______________________________________________________    ______/______/_____
COURSE INSTRUCTOR’S SIGNATURE                                                                                                                     DATE

3. STUDENT’S SIGNATURE

______________________________________________________________________________________
STUDENT’S SIGNATURE

Step 4 must also be completed by all students if withdrawing after the official withdrawal date. Please check the Academic Calendar for specific dates.

4. DEAN

We certify that the above mentioned student is allowed to withdraw for documented circumstances beyond his or her control. The situation which has given rise to this action is:

______________________________________________________________________________________

DEAN’S SIGNATURE                                                                DATE