WITHDRAWAL FROM A GRADUATE LEVEL SEMESTER COURSE

FORMS ARE DUE: by the end of the 10th week of classes for Fall/Spring and the end of the 2nd week of classes for summerterm sessions.

See Registrar’s Office calendar for specific dates by term.

Student ID ____________________________ Student Name ____________________________

To the Registrar: I request withdrawal from the following course in accordance with University Policy, stated below.

<table>
<thead>
<tr>
<th>TERM</th>
<th>YEAR</th>
<th>DEPT</th>
<th>CRSE #</th>
<th>SECT</th>
<th>CREDITS</th>
<th>TITLE</th>
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</thead>
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The student identified above has consulted with me concerning his/her withdrawal from the course named in this petition.

Advisor’s Signature ____________________________ Date ____________

Instructor’s Signature ____________________________ Date ____________

Student’s Signature ____________________________ Date ____________

UNIVERSITY POLICY ON WITHDRAWAL FROM A COURSE

It is expected that a student will consider withdrawing from a course only in extenuating circumstances.

During the first full week of classes during fall or spring semesters or the first three days of classes in summer session, a student may add or drop a course without a permanent record being made of the change. After the first full week of classes in fall/spring and until the end of the tenth week of classes or after the first three days of classes and until the end of the second week of classes during summerterms, a student may withdraw from a course. A student may withdraw only twice before graduation. Students with exceptional cases may petition the Academic Petitions Committee.

The course remains on the student’s record with a W grade. If a properly executed withdrawal form is not submitted before the deadline, the student remains enrolled in the course, and the instructor’s grade will be recorded on the transcript.

Nine (9) credit hours are required to maintain minimum full-time status. If you are a financial aid recipient, check with the financial aid department (ext. 5265) regarding your specific financial aid resources before withdrawing from a course. Veterans or students receiving veteran benefits may wish to consult with the Registrar prior to withdrawal from a course. Students on Academic Probation, must be enrolled in at least two courses during the following year. A withdrawal from a course will not preclude the Academic Honor Council from considering an academic dishonesty matter related to that course and from recommending an appropriate penalty.

rev. 11/10/12 kbm