Withdrawal From Class

A $10 fee will be charged to the student's account for each withdrawal. The last day for students to withdraw from a course is Friday of the 12th week of a long term, Friday of the third week of the summer term, or the corresponding day when 80 percent of the course is completed for other short sessions (ex., May session).

Freshmen may not withdraw from BIBL 101, 102, 211, 212, or advanced Bible courses that are meeting university core requirements; ENGL 003, 004, 106/006, 107/007; MATW 019 or UNIV 100. Freshmen may not withdraw from ENGL 111 or EXSC 100 without the approval of the appropriate dean.

Full-time undergraduate students may not withdraw from ENGL 111, EXSC 100, UNIV 100, or a required developmental course without the approval of the appropriate dean or academic director.

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Student's Name _____ Student ID No. _____
LAST FIRST MIDDLE

Term _____ Course Number and Section _____
(Ex: ENGL 112-01)

Course Title _____ Full Name of Instructor _____

Reason for Dropping Course _____

_____

_____

Hours left after withdrawal from course listed above (may affect financial aid)* _____

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

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Dean's Signature (when required, dean of college offering course) _____ Date _____

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For faculty-initiated withdrawals:

Withdrawal Status (circle one):** W WF Last date student attended course _____

Instructor's Signature _____ Date _____

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*Dropping to less than full-time status may affect your financial aid. If you have questions or concerns, contact the Financial Aid Office before withdrawing from the course.

**Faculty who initiate *Withdrawal From Class* forms must designate whether the student is to receive a "W" or "WF" and provide the last date the student attended the course. After the last day for students to withdraw from a course, a professor may withdraw a student for non-attendance, but only with a grade of "WF."