



RECORDED COURSE WITHDRAWAL FORM
Registrar's Office

DO NOT USE THIS FORM IF YOU ARE WITHDRAWING FROM THE UNIVERSITY

Instructions:

- 1. Please print with ballpoint pen.
2. Fill in all requested information, entering lab, lecture, etc. if applicable.
3. Obtain necessary signatures.
4. Undergraduate students, HAND DELIVER to the Registrar's Office.
Graduate students, HAND DELIVER to the Adult Learning Service Center.

Name: Last First Middle Initial Date:

Local Address: Major:

Z #: Phone:

Classification: Freshman Sophomore Junior Senior Graduate Student

Term: Fall Spring Summer Correspondence Year:

Are you withdrawing from the University? Yes No If Yes, please begin the process in Student Development, LRC 2.

STUDENTS:

- 1. Obtain grade and instructor's signature.
2. Obtain approvals as noted below.
(Graduate students - Graduate Dean/International students - International Advisor/Financial Aid Representative - if receiving financial aid).

INSTRUCTORS:

- 1. Award the appropriate grade of "WP" for passing (grades A, B, C, or D) or "WF" for failing (grade of F) in the grade column below. Remember only "WF" grades may be awarded after the deadline for Withdrawal while Passing.
2. Sign and date this form in the space provided adjacent to the appropriate course.

Table with 6 columns: CRN #, COURSE #, COURSE NAME, GRADE (WP/WF), INSTRUCTOR'S APPROVAL, DATE. Contains five rows of blank lines for data entry.

I recognize that my withdrawing from the above course(s) may adversely affect my degree program and status.

Student's signature: Date:

Advisor's signature: Date:

International Advisor: (International Students Only - Admissions) Date:

Financial Aid Representative: (Students Receiving Financial Aid Only - Financial Aid) Date:

Dean's Approval: (Graduate Students Only) Date: