

WITHDRAWAL REQUEST
REQUEST TO WITHDRAW FROM COURSE
AFTER DROP/ADD DEADLINE

No student shall be permitted to drop a course after the expiration of the end of the Drop/Add period unless he or she receives the prior approval of the instructor and the Assistant or Associate Dean upon the determination of unusual circumstances. Withdrawal from a course after the drop/add period will result in a grade of "W" and will remain a part of the student's academic record. A student dropping a course without such approval shall receive a penalty F(65) in the course. All course changes must be officially requested and processed through the Registrar's Office.

INSTRUCTIONS: Complete the form, sign it, obtain the signature of your professor, and the Assistant or Associate Dean. Return the form to Registrar's Office after obtaining signatures.

NAME (Please Print): _____

Semester _____ Course: _____

Reason for request:

Signed: _____ Date _____
(Student's Signature)

Approved / Disapproved
(circle one)

Professor's Signature

Date

Approved / Disapproved
(circle one)

Assistant or Associate Dean's Signature

Date