# COURSE WITHDRAWAL FORM

TO: Office of the Registrar  
FROM: ___________________________  
DATE: ___________________________

I am withdrawing from the course (s) listed below:

<table>
<thead>
<tr>
<th>COURSE (S)</th>
<th>INSTRUCTOR’S SIGNATURE</th>
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My reason for withdrawing:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Letter attached

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**OFFICIAL USE ONLY**

DATE OF RECEIPT FROM STUDENT: ___________________________

DATE OF NOTICE TO BUSINESS OFFICE: _____________________

TUITION REIMBURSEMENT: ______%  

DATE OF NOTICE TO FINANCIAL AID OFFICE: ____________________

Copies to: Professor: note – student’s name will remain on grade sheet, and is to receive a grade of “withdrawal” as outlined on grade sheet. Academic Advisor Student

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THIS FORM IS MAINTAINED IN THE SEMESTER GRADE FILE