

COURSE WITHDRAWAL FORM

TO: Office of the Registrar

FROM: _____

DATE: _____

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

<u>COURSE (S)</u>	<u>INSTRUCTOR'S SIGNATURE</u>
_____	_____
_____	_____
_____	_____
_____	_____

My reason for withdrawing: _____

____ Letter attached

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

THIS FORM IS MAINTAINED IN THE SEMESTER GRADE FILE