



COURSE WITHDRAWAL

Fall 2009 Deadline: Friday, December 4, 2009
Spring 2010 Deadline: Friday, April 23, 2010

Office of the Dean of Undergraduate & Graduate Studies

Student Name: _____ Banner ID: _____

Major: _____ Class Year: _____

Course Title & Number: _____ CRN: _____

Instructor Name: _____ Semester/YR: _____

My reason for requesting a withdrawal from this course:

Withdrawing from this course will result in a grade of "WD" on my transcript. I understand that I will be charged an "extra course fee" if I add another course which exceeds my normal course-load (freshmen/sophomores: four, 3 or more credit courses; juniors/seniors: five 3 or more credit courses).

Student Signature: _____ Date: _____

● INSTRUCTOR

College regulations state that permission to withdraw from courses requires the approval of the Dean "in consultation with the appropriate faculty member." If you have any recommendations which you feel the Dean's Office should take into consideration in making this decision (academic dishonesty, etc.), please explain below.

- I support this course withdrawal.
- I do not support this course withdrawal for the following reason(s):

Instructor Signature: _____ Date: _____

● VARSITY STUDENT-ATHLETES, INTERNATIONAL STUDENTS AND MERIT-BASED SCHOLARS

1. Are you a *Varsity Student-Athlete*? YES or NO (if yes, see below)
2. Are you an *International Student*? YES or NO (if yes, see below)
3. Are you a *Merit-Based Scholar*? YES or NO

In addition to obtaining the signature from your instructor you must also obtain the signature(s) of the Academic Coordinator for Student Athletes and/or International Student Advisor.

Signature/Title: _____ Date: _____

Signature/Title: _____ Date: _____

● OFFICE OF THE DEAN

Upon obtaining the required approvals/signatures above, please schedule a meeting with your class dean for final approval before the final deadline.

Dean Signature: _____ Date: _____