

The period for adding and dropping classes without academic penalty is the first week of classes during regular semesters and the first two days of classes in the summer sessions. After this period, a student may withdraw from a course upon consultation with the faculty advisor until the end of the tenth week of the semester (or until halfway through the summer session). The last day for withdrawing from courses is indicated on the Academic Calendar, found on the Registrar’s webpage. **A hard copy of this form with all signatures completed must be returned to the Registrar’s Office in Cunard Hall by 4:30 p.m. on the Course Withdrawal deadline.**

Student Name (*print*): _____ ID#: _____

Semester/Session: _____ Year: _____ Program: _____

Course #	Section	Units/Credits	Instructor Name (<i>print name, not signature</i>)

As a result of my withdrawal from this course, I understand that the following will occur:

- A “W” will appear on my transcript
- I will be responsible for all tuition and fees associated with the course
- This course will count as one of the nine units covered by my full-time tuition
- Any additional units taken above nine units for the academic year will incur additional tuition charges.

Also note: *Falling below full-time status (a minimum of 4 units per semester for Undergraduate students and 9 credits for Graduate Students) may affect your future financial aid significantly.* Contact the Financial Aid Office to check on the status of your aid.

Required Signatures:

Student: _____ Date: _____

Faculty Advisor: _____ Date: _____

Ctr. for Academic & Career Engagement (CACE): _____ Date: _____

If you are a student-athlete, you must also obtain the signature of the Compliance Coordinator.

Compliance Coordinator: _____ Date: _____

AFTER SECURING ALL SIGNATURES, SUBMIT THIS FORM TO THE OFFICE OF THE REGISTRAR. THIS TRANSACTION WILL NOT BE PROCESSED BY ANY OTHER OFFICE.

OFFICE USE ONLY: Course dropped by _____ Date _____
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