

This section is to be completed by the student and then brought to the faculty member teaching the course from which the student wishes to withdraw. After the faculty member signs this application, the student must make an appointment with the Academic Advisor in the Office of the Dean of the School in which the student is majoring.

ID				–				–			
Last Name								First Name			
School								Major			

I request permission to withdraw from the following course:

Course Number _____

Section Number _____

Course Title _____

Faculty Member _____

Reason for Request _____

Last Day in Class _____

I understand that if I withdraw from this course, (1) I will not be entitled to a tuition refund; (2) I will have to repeat this course if it is a requirement in my program; (3) I may pay additional tuition in future terms; (4) I may not have the prerequisite for course(s) in future terms; (5) I may have to increase the length of time to complete the degree requirements; (6) I realize this change may adversely affect my financial aid status; (7) I may jeopardize my athletic eligibility.

Student Signature

Date

This section is to be completed by the faculty member teaching the course from which the student wishes to withdraw. After the faculty member signs this application, the student must take an appointment with an Academic Advisor in the Office of the Dean of the School in which the student is majoring.

I am aware the above named student wishes to withdraw from this course.

Faculty Member's Signature

Date

ATHLETES: If Yes, Athletic students must have signature of Athletic Advisor.

Date

H.E.OP.: If Yes. HEOP students must have signature of HEOP Advisor.

Elena Caminita

Date

Student has permission to withdraw from the class listed above.

Ms. Rhonda Shuler, Academic Advisor

Date

Deadline for course withdrawal is three weeks before the last day of classes