



COURSE WITHDRAWAL

A student may withdraw from a course with documented consultation with the academic advisor(s) until the withdrawal date listed on the course syllabus. If the instructor has not indicated a final withdrawal date on the syllabus, the default deadline is noon on the last day of classes for that semester. Exceptions to this policy may be made via appeal to the Student Academic Development Committee.

A grade of W is recorded when a student withdraws from a course after the official drop/add period at the beginning of the semester and until the withdrawal deadline. W grades are not calculated into the GPA. Withdrawals will be considered complete when they are filed with the Registrar's Office. A student who does not complete the withdrawal process will receive the grade earned at the time the course instructor submits final grades.

Withdrawal from courses may impact financial aid, athletic eligibility, and VA benefits. Students are encouraged to discuss these implications with the appropriate College staff. Note that overload and special course fees are not refunded for a course withdrawal.

STUDENT NAME _____ **ID#** _____

<i>Term</i>	<i>Course #</i>	<i>Section #</i>	<i>Course Title</i>

Student Signature

Date

Students are required to consult with at least one of their academic advisors (POE, General, Master's) to discuss this course withdrawal. The advisor does not need to *approve* the withdrawal, but their signature below indicates that student has consulted an advisor. In addition, some students as noted below are required to obtain approval(s) from certain other school officials prior to withdrawing from a course.

	Print Name	Signature	Date
All Students: Academic Advisor			
<i>Intercollegiate Athletes:</i> NCAA Compliance Officer or Athletic Director			
<i>International Students:</i> Designated School Official			
<i>Students with VA Benefits:</i> School Certification Officer			

Registrar's Office: Received _____
Processed _____