GRADUATE COURSE WITHDRAWAL FORM

PLEASE PRINT CLEARLY.
Instructions: To complete your course withdrawal, sign this form and deliver in person, by mail, or by fax to the Office of the Registrar, located in McAuley 205. Time is of the essence for tuition refunds. Date of withdrawal is based upon the date of receipt of this form. Refunds apply to tuition only, and are subject to the pro-rated refund policy outlined in the current Graduate catalog. Fees are non-refundable.

Year: ___________  Semester:  □ Fall  □ Spring  □ Summer I  □ Summer II
Student Name:     Last_________________________  First_________________________  MI ___________
Cell Phone:_________________________  Telephone Number: ____________________________
Address: Number & Street: _______________________________________________________________
City:_________________________  State: ___________  Zip: _____________________________
Date of Birth: _______/_____/_______ (Month/Day/Year)

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<th>COURSE CODE</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
<th>FINAL GRADE*</th>
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*Course Withdrawals which are approved for graduate students receive a final grade of “W,” with no effect upon the grade point average.

IMPORTANT REMINDERS
Students should be cautious about withdrawing from a course due to possible NEGATIVE effects:
- Reduced credit loads usually cause additional time and/or expense to complete a degree.
- Full-time students who reduce their load below full-time may jeopardize financial aid.

TO COMPLETE YOUR COURSE WITHDRAWAL
SUBMIT THIS SIGNED FORM TO THE OFFICE OF THE REGISTRAR (McAuley Hall)

NOTICE: By my signature below, I accept responsibility for the accuracy of all information on this form. I understand the possible negative effects of withdrawing from a course. I agree to notify the Office of the Registrar promptly in writing of any further changes that may affect my enrollment status in any class this semester.

Student Signature: __________________________  Date: __________________________

COPIES: Financial Aid

Revised 09/11