



COURSE WITHDRAWAL FORM

OFFICE OF THE REGISTRAR

Please return this form to the Office of the Registrar, 2nd floor
of the Buckner Building

Student Name: _____ Student ID #: _____ Date: _____

Major: _____ FR _____ SO _____ JR _____ SR _____

Are you planning to graduate May 3, 2025? YES _____ NO _____

Are you a student athlete? YES _____ NO _____

COURSE WITHDRAWAL

Department Name and Number	Section #	Course Title	Time	Credit(s)	Instructor

COURSE WITHDRAWAL REMINDERS:

- The final day to register, add a course, drop a course, change a course to Pass/Fail, or Audit is **January 13, 2025, before 5 p.m.** There are **no tuition or fee refunds for withdrawn courses after January 13, 2025, after 5 p.m.**
- **February 5, 2025, before 5 p.m. is the final day to withdraw from an "A" Course with a "W" grade recorded.**
- **March 21, 2025, before 5p.m. is the FINAL DAY to withdraw from a semester course with a "W" grade recorded.**
- **April 8, 2025, before 5 p.m. is the final day to withdraw from a "B" Course with a "W" grade recorded.**
- If you have a Judicial HOLD - we will not be able to drop any classes without permission from the Office of Accountability, Education, and Compliance.
- After the first week of classes, **ALL** students must obtain signatures from *BOTH* the course faculty/professor and the student's advisor in order to withdraw from a course.
- If you have financial aid or scholarships, please check with the Financial Aid Office before you withdraw from a course to ensure the continuation of your aid.
- If you are a resident student, you must maintain full-time status (12 credit hours) without the permission of the Dean of Student Development.
- If you are a student athlete, you must maintain full-time status (12 credit hours).
- If you signed a four-year graduation guarantee contract, please discuss how withdrawing from a course or courses may impact the guarantee.
- **Please remember it is the *student's* responsibility to verify that this form has been processed and the appropriate "W" grade has been recorded one week after submission.**

Faculty/Professor's Signature _____

Faculty/Professor's Signature _____

Faculty/Professor's Signature _____

Advisor's Signature _____

Athletics Compliance Signature _____

(required for student athletes)