

COURSE WITHDRAWAL FORM

Conditions for withdrawing from a course:

1. It is after the Add/Drop period but before the Course Withdrawal deadline as published in the Academic Calendar.
2. Discussion with the Registrar to determine how withdrawing from the course will affect the completion of your program.
3. **No tuition refunds are available.**

Submit completed form to the Registrar.

Student Name: _____

Course Title: _____

Course Number: _____

Credit Hours: _____

Instructor's Signature: _____ Date: _____

Instructor's Comments:

TO BE COMPLETED IN THE PRESENCE OF THE REGISTRAR:

Registrar's signature: _____

Student's signature: _____

Date: _____

For Office use only: _____ Entered in Populi Date: _____
Academic Dean to be notified after three students have withdrawn from the course.