



# COURSE WITHDRAWAL FORM

Graduate & Doctoral Programs

OFFICE OF THE REGISTRAR

Please return this form to the Office of the Registrar, 2<sup>nd</sup> floor of the Buckner Building

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Are you planning to graduate May 4, 2024? 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change a course to Pass/Fail, or Audit is **January 16, 2024, before 5 p.m.** There are **no tuition or fee refunds for withdrawn courses after January 16, 2024, after 5 p.m.**
- **February 7, 2024, before 5 p.m. is the final day to withdraw from an "A" Course with a "W" grade recorded.**
- **March 22, 2024, before 5 p.m. is the FINAL DAY to withdraw from a semester course with a "W" grade recorded.**
- **April 9, 2024, 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.
- **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 \_\_\_\_\_