

## **COURSE WITHDRAWAL FORM**

This form is to be used for each *individual* course AFTER the drop period for the course has passed.

A grade of "W" will be recorded on transcripts. Students who plan to withdrawal from ALL courses must complete an <u>Official Withdrawal</u> <u>Form</u> and begin the process with the PACK Center.

\*\*\*Faculty Initiated Withdrawals require two (2) signatures; the instructor and the Department Chair. If the instructor and the Department Chair are one-in-the-same, the Dean's signature is required.

Note: For short-term or summer courses, the withdrawal period is abbreviated.

NETID/PID	Current Name			
Course Information				
Semester	Year			
Subject	Course Number	CRN		
STUDENT INITIATED Signature				
Student Signature			Date	
By signing, I acknowledge that I am still responsible for the tuition and fees associated with this course.				
FACULTY INITIATED Signatures				

Instructor Name (Printed) & Signature	Date
AND (If Instructor is also Department Chair, Dean must sign in place of Chair).	
Department Chair's Name (Printed) & Signature	Date