* *To be used only by students withdrawing from one or more registered courses. Please check the current academic calendar for the deadlines of withdrawal with the grades of "W/WF". The student completes the form and submits it personally to the ARD.* **Notes to Students:**
* *It is your responsibility to be aware of any credit load restriction that may be associated with special programs, scholarships, tuition fees, etc.*
* *Withdrawal from courses with a grade of "W" must occur no later than the end of the twelfth week of the semester.*
* *The recorded date of withdrawal is the date of receipt by the ARD.*
* *It is the student’s responsibility to check for the updated schedule on the Student Information System.*

Course Withdrawal Form

|  |
| --- |
| Student Information |
| Student’s Name |  | Academic Year |  |
| Student ID |  | Semester |  |
| Department |  | College |  |
| Courses to be withdrawn from: |
| Code | Course Title | Credit | Grade | Instructor's Sig. | Date |
|  |  |  | **W/WF** |  |  |
|  |  |  | **W/WF** |  |  |
|  |  |  | **W/WF** |  |  |
| Total Credit Hours After the withdrawal ( ) |
| Student Signature: |  | Date: |
| Advisor Name & Signature:(Required only if the remaining credits are less than 12 credits.) |  | Date: |
|  |
| Scholarship Officer Signature: |  | Date: |
|  |  | The student is a recipient of a scholarship: |  |  |
|  |
| The student is not a recipient of a scholarship: |
| Finance Officer Signature: |  | Date: |
| Registration Officer: |  | Date: |