

* *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| Courses to be withdrawn from: | | | | | | | | | |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: | |