



Office of the Registrar Course Withdrawal Form

Date: _____ Student Name: _____

Student ID Number: _____

Student Signature: _____

The Registrar's Office will only accept when form is completed with all signatures.

CRN (4 Digits)	Subject	Course	Section	Advisor Signature and Approval Date <i>*Required*</i>	Instructor Signature and Approval Date <i>*Required*</i>

Instructions: Print your name and complete the SNC I.D. Number section. Include the 4-digit CRN (Course Reference Number) from the Timetable of Courses or KnightLine and then complete the course subject, number, and section (i.e. BIOL-120-A). Obtain BOTH instructor and academic advisor signatures. All Course Withdrawal requests must be returned in person to the Registrar's Office, 141 TWH, before the posted deadlines. Students are responsible for any charges resulting from an improper course withdrawal request. Students should consult their advisor regarding degree progression.

This form is used to withdraw from individual courses after the Add/Drop deadline but before the announced last day to withdraw from a course deadline. This form is not to be used to WITHDRAW from all courses or the College. Withdrawing from individual courses does not qualify a student for a refund of tuition or course fees. A non-punitive grade of "W" is assigned to the course during processing and will appear on the student's academic transcript.

Withdrawing from courses may reduce a student's credit level below that level necessary for continued athletic or veterans eligibility or good academic standing. Students should verify with financial aid regarding any concerns with scholarship eligibility. Questions regarding course withdrawals should be directed to the Registrar's Office.

Received by:
Date: