

Single Course Withdrawal Form

# Student Instructions:

1. If this course withdrawal brings you to zero credit hours, you must complete a **University Withdrawal Form** instead of this form.
2. Print form and complete all sections.
3. Obtain required signatures
4. Completed form must be submitted to the Office of Student Records to be processed.

# Section 1: Student Information

Name (Last, First, Middle): CWID:

College:

Arts & Science

Business

Music

Nursing & Health

# Section 2: Course Information

Year/Term:

Subject (e.g. ENGL):

Course # (e.g. A100):

Section (e.g 001):

Course Credit Hours: Registered Credit Hours Remaining after Withdrawal:

Reason for Withdrawal:

# Section 3: Student Statement & Signature

*I acknowledge that the above information is accurate and I understand that the withdrawn course listed above will reflect a grade of “W” on my transcript. I understand that this may affect my degree progress, financial aid, scholarships, veteran’s benefits, and/or other areas. I have researched these issues and understand the possible implications of this action.*

**If you have any questions regarding your billing or financial aid, please contact the Student Financial Services Office.**

Signature: Date:

# Section 4: Required Signatures

Check and Obtain signatures that apply. *\*Required for all Students*

Instructor Signature:

\*Academic Advisor/Chair of Dept.:

Athlete - Signature of Coach or Athletic Representative:

International Student – Signature of CIE Representative: \_ Honor’s Program:

Veteran’s Benefits:

# Section 5: Approval

*Once completed, this form must be turned in, by the student listed above, to the Office of Student Records located in Thomas Room 204.*

Comments:

Signature of Student Records Representative: Date: