

COURSE WITHDRAWAL AFTER THE 12TH WEEK

Student _____ / _____ / _____ / _____
Last Name First Name Student ID No. School Class Year

Address _____

Course Title _____ Instructor's Name _____

Course _____ / _____ / _____ / _____ / _____
Fall
Spring Year _____
Summer

Reason For Withdrawal: _____

Student's Signature Date _____

For Dean's Office Use Only – Indicate one of the Following Actions:

_____ The student should be withdrawn from this course.

_____ This course should be deleted completely from the student's record. This action may cause a reduction in tuition charges and/or financial aid eligibility.

Dean's Signature Date

Dean's Name Printed (School of Matriculation)

Instructor's Grade Assignment

_____ I concur that the student should be withdrawn from this course.

_____ The student should **not** be withdrawn or deleted from this course but should receive the following grade _____.

_____ I concur that the student should be deleted completely from this course.

Instructor's Signature Date

Dean of Faculty Approval

_____ I concur that the student should be withdrawn from this course.

_____ I concur that the student should be deleted completely from this course.

_____ The student should **not** be withdrawn or deleted, but assigned a grade as indicated by the instructor.

Dean of Faculty's Signature Date

COURSE WITHDRAWAL AFTER THE 12TH WEEK OF THE SEMESTER

1. In extraordinary circumstances, students wishing to withdraw from a course after the 12th week of the semester (including after the final grade has been submitted) should initiate this action by signing and filling the attached form with the college of matriculation.
2. The Dean of the College of matriculation may disapprove the request or recommend that the student be withdrawn from the course, or that the course be completely dropped from the student's record. Dropping the course completely from the record will only be done in such cases as clerical errors and mis-registration.
3. If a withdrawal is recommended, the Dean of the College will sign and forward the form to the Dean of the Faculty offering the course. The Dean of the Faculty will elicit the faculty member's decision and communicates that to the Dean of the College. At the same time, the faculty member will indicate his decision on the form, sign it, and send it back to the Dean of the Faculty offering the course. The Dean of the Faculty will sign the form and sent it to the Registrar. Copies will be sent to the Dean of the College of Matriculation, the instructor, and the Chairperson of the department.
4. If the faculty member does not agree that the student should be allowed to withdraw, he/she will assign a grade and send it to the Dean of the Faculty offering the course as in point 3. The Dean of the College of matriculation and the Dean of the faculty will then jointly decide this issue.
5. If the above action is requested by the student between the 12th week of the semester and final exams, the Dean of the Faculty offering the course will telephone the Dean of the College of matriculation informing him/her of the decision.