# Withdraw

## Application to Withdraw (W) from a spring 2018 semester course

**Deadline: Friday, March 30, 2018**

After drop/add and up until the end of the 9th week of the semester, students may, with Advisor approval, withdraw from a course with the permanent grade notation W. After the deadline date a withdraw will result in an NC on the student’s record.

<table>
<thead>
<tr>
<th>NAME_________________________________________________</th>
<th>ID#______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation year_______________________________________</td>
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<table>
<thead>
<tr>
<th>Crs Ref No</th>
<th>Subj</th>
<th>Num</th>
<th>Sec</th>
<th>Course Title</th>
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</thead>
</table>

**Students:** Your receipt is your only guarantee of having submitted this application. Save your receipt, which will be sent to you through campus mail.

Your signature:  
1. Confirms your application  
2. Means you understand the importance of saving the receipt as your only recourse for proving your course withdrawal.  
3. Means you understand withdrawals are not reversed.  
4. Verifies that you have read and understand this form.

Signature of student____________________________________ Date__________

All withdrawals need to be approved by your academic advisor. If your approved program for this semester is fewer than four credits, indicate your plan to maintain satisfactory progress for your class. Satisfactory progress is defined as follows: a rising sophomore must have completed 6-8 credits; a rising junior must have 14-16 credits and have applied for a major; and a rising senior must have 22-24 credits and have a major.

**Not Allowed:** Fewer than 3 credits per semester.

Students, if this withdrawal puts you below 4 credits for this semester, please briefly explain the reason for going below 4 credits, and your plan to make up the credits:

Signature of Academic Advisor ___________________________ Date__________

After the ‘W’ has been recorded we will send you a copy. Please keep the copy as a receipt for your records.