

Course Withdraw Request After Week 10

Students who find it necessary to withdraw from a course after the tenth week of the semester or after the completion of a blocked clinical requirement for a course must petition the Dean of the appropriate school for permission to withdraw. Please refer to the college catalog for complete Withdrawal Policy.

STEP ONE: List course you wish to withdraw from and your rationale

Student Name: _____ Student ID: _____

Academic Term: _____

Course Code: _____ Course Name: _____

Please explain in detail the rationale for your course withdraw:

Student Signature: _____ Date: _____

STEP TWO: Submit for approval from the Dean of Student's Program

Approved/Not Approved: _____ Comments: _____

Dean's Signature: _____ Date: _____

STEP THREE: If approved by Dean, submit for final grade from instructor

Course: _____ Final Grade %: _____ Final Grade ___ WF ___ WP

Instructor Signature: _____ Date: _____

<p><i>Records and Registration Use Only</i></p> <p>Date Received _____</p> <p>Date Processed _____</p>
