



COURSE WITHDRAWAL FORM

Important Note: Students who receive a “W” withdraw grade will **not** be eligible for the President’s Honors Award for the semester in which a “W” grade was assigned.

This form is used to withdraw from one or more courses. Withdrawal from all courses in the same semester requires a different form called “AUAF Withdrawal from All Courses.” Withdrawal from a course occurs after drop/add. There is a published deadline for withdrawing from courses. Consult the AUAF Calendar for specific withdraw dates. Students who withdraw from courses will receive a “W” on their transcripts. The “W” is a notation but is not calculated into students’ grade point averages.

Please note that any withdraw impacts Student Finance. If you are on any type of **scholarship** or financial aid you could be responsible for payment and/or lose your scholarship. Please check with Student Finance for more details.

PLEASE PRINT CLEARLY

Student’s Name _____ ID _____

Semester _____ Year _____

Student’s Signature _____ Date _____

WITHDRAW FROM THE FOLLOWING COURSE(S):

| Course Code | Course Title | Section Number | Credits | Instructor’s signature & Printed Name | Date |
|-------------|--------------|----------------|---------|---------------------------------------|------|
| | | | | | |
| | | | | | |
| | | | | | |

COURSE WITHDRAWALS REQUIRE APPROVAL FROM THE FOLLOWING OFFICES:

| Office | Approved | Denied | Signature & Printed Name | Date |
|------------------------|----------|--------|--------------------------|------|
| Academic Advisor | | | | |
| University Librarian | | | | |
| Student Finance Office | | | | |

| |
|--|
| <p>FOR REGISTRAR’S USE ONLY:</p> <p>Request received by (initials) _____ Date _____</p> <p>Request processed by (initials) _____ Date _____</p> |
|--|