



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I acknowledge that the above information is accurate and I understand that the withdrawn course listed above will reflect a grade of "W" on my transcript.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: _____