

WINTHROP UNIVERSITY

COURSE WITHDRAWAL FORM

NOTICE: THIS FORM MAY NOT BE USED TO WITHDRAW FROM A COURSE AFTER THE WITHDRAWAL DEADLINE OR FOR COURSES THAT HAVE SECTION 700 OR HIGHER (100% online programs). Students in these sections should contact Online Student Services for registration changes.

STUDENT NUMBER NAME Last First Middle Initial MAJOR

I am withdrawing from the following course:

Subject	Course #	Section #	Instructor

The Course Withdrawal Form must be received by Records and Registration by 5 PM on the day of the deadline. It is not complete and in effect until signed by Registration personnel.

WITHDRAWAL CODE

Withdrawal completed during the first 60% of the instructional days of the course, student will receive a grade of N (No Grade). **Students may not withdraw from a course after 60% of the instructional days have been completed, unless documented extenuating circumstances warrant withdrawal from the course.**

TO BE COMPLETED BY REGISTRATION PERSONNEL ONLY:
TERM: _____
DATE RECEIVED: _____
EFFECTIVE DATE: _____
WITHDRAWAL CODE: AUTOMATIC N
PROCESSED BY: _____