WINTHROP UNIVERSITY
COURSE WITHDRAWAL

NOTICE: THIS FORM MAY NOT BE USED TO WITHDRAW FROM A COURSE AFTER 60% OF THE INSTRUCTIONAL DAYS HAVE PASSED.

Student Number _____ Name _____ Major _____

Last First Middle Initial

I am withdrawing from the following course:

Subject	Course #	Section #	Term	Instructor

Student's Signature _____ *Date* _____

Course withdrawal must be received by the Office of Records and Registration by 5 PM on the day of the deadline. It is not complete until signed by Registration Personnel.

TO BE COMPLETED BY REGISTRATION PERSONNEL ONLY:

DATE RECEIVED: _____

EFFECTIVE DATE: _____

WITHDRAWAL CODE: AUTOMATIC N

PROCESSED BY: _____

WITHDRAWAL CODE

N Withdrawal completed during first 60% of the instructional days of the course. Student will receive 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 should warrant withdrawal from the course.***