

# WINTRHOP UNIVERSITY

## COURSE WITHDRAWAL

**NOTICE:** THIS FORM MAY NOT BE USED TO WITHDRAW FROM A COURSE AFTER 60% OF THE INSTRUCTIONAL DAYS HAVE PASSED (the last day to withdraw).

---

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 the Office of 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 should warrant withdrawal from the course.***

TO BE COMPLETED BY REGISTRATION PERSONNEL ONLY:

TERM: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

WITHDRAWAL CODE: AUTOMATIC N

PROCESSED BY: \_\_\_\_\_