

### Course Withdrawal – Spring 2012

**For use only between January 26 and March 23.** (Before January 26, use the Add-Drop form.)

Use a separate form for each withdrawal. Deadline for withdrawal in Spring Semester 2011: **Friday, March 23.**

Student's Name \_\_\_\_\_

Course prefix, number, and section (if any) (example: IOCC 201.2) \_\_\_\_\_

**Instruction to Instructor: Circle the grade you are awarding the student.**

**W** = withdraw, no comment about current grade

**WPass** = withdraw while the student is passing the course (current grade D– or better)

**WFail** = withdraw while the student is failing the course (current grade F)

(The grade of W, WP, or WF will appear on the student's transcript but does not affect the grade point average.)

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

*Caution:* Full-time students must be enrolled in a minimum of 12 credit hours. If a student drops below 12 hours, the student will no longer be considered full time, must petition to be allowed to remain in the residence halls, and will not be eligible to participate in intercollegiate athletics. Financial aid may also be affected.

The student must return the signed form to the Records & Registration Office no later than **Friday, March 23.** Confirmation of withdrawal will be sent to the student, the instructor, and the faculty advisor.

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