



# Course Withdrawal Form

This form is to be used when the student needs to withdraw from one or more courses AFTER the drop/add period has ended. Course withdrawals after the drop/add period will receive a grade of "W". **This form is NOT to be used for official withdrawals from Presbyterian College.** Students must acquire all necessary signatures prior to submission to the Office of the Registrar.

PLEASE PRINT

### Step 1: Student & Course Information

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PC Student ID

Last Name

First Name

Middle Initial

Semester/Year (choose one):

Fall 20\_\_\_\_\_

Spring 20\_\_\_\_\_

Summer 20\_\_\_\_\_

Course Prefix	Course No.	CRN	Instructor's Signature	Last Date of Attendance
			Hours remaining after withdrawal: _____	

### Step 2: Additional Information

Are you a student athlete?

 Yes No

If yes, Athletic Department must sign below.

### Step 3: Approval – all signatures required, unless otherwise indicated

*By my signature, I recognize my responsibility to read, understand, and abide by the rules and procedures printed in the Presbyterian College Academic Catalog. I further recognize that I will not be exempted from the requirements of these rules and procedures because of ignorance, neglect, illness, other personal factors, or contradictory advice from any source.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Signature (if dropping below 12 hours): \_\_\_\_\_ Date: \_\_\_\_\_

VA Certifying Official Signature (if VA student): \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Department Signature (if student athlete): \_\_\_\_\_ Date: \_\_\_\_\_

Residence Life Signature (if dropping below 12 hours): \_\_\_\_\_ Date: \_\_\_\_\_

*\*Students must maintain full-time status in order to live in the Residence Halls.*

### Step 4: Submission of form

Upon completion of information above, student should submit this form to the Office of the Registrar in Smith Administration. Forms will not be accepted past the stated deadline.

### Registrar use only:

Date processed:

Processed by:

## **Instructions for Withdrawal from Individual Courses**

1. Complete and sign the Course Withdrawal form.
2. Include the signature of each instructor.
3. If you are a student-athlete, obtain the signature of the Associate Director of Athletics for Compliance.
4. Obtain signatures from your academic advisor and Financial Aid.
5. If withdrawal will result in enrollment below 12 semester hours, obtain the signature of Residence Life AND the Business Office.
6. If you are receiving VA benefits, obtain the signature of the VA Certifying Official.
7. Return the completed form to the Registrar's Office for processing.

### **Impact of Withdrawal**

Students may withdraw from courses with a grade of "W" through the first 11 weeks of a fall or spring term (three weeks for summer). The actual date of withdrawal is determined by the last verified date of attendance.