



OFFICE OF THE REGISTRAR

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Course Withdraw Form

This form is for those who wish to drop a course after the add/drop period but before the withdrawal deadline (please see the Academic Calendar for the exact dates). Please make sure you've received all required signatures before submitting the form. Also please make sure to complete the credits portion of the form. By withdrawing from a course you will receive a grade of "W" on your academic record. **Note: Those who are withdrawing COMPLETELY from SVC need to start the process in the Office of Student Life.**

PERSONAL INFORMATION (PLEASE PRINT CLEARLY):

 FIRST NAME MIDDLE NAME LAST NAME

ENROLLMENT INFORMATION:

Semester Enrolled: Fall Spring Summer YEAR: _____

Credits Prior to Withdraw: _____ Credits Remaining After Withdraw: _____

COURSE WITHDRAW

Course No.	Section	Course Title	Professor Signature	Date

X

 STUDENT SIGNATURE DATE

 FACULTY ADVISOR SIGNATURE DATE

 FINANCIAL AID SIGNATURE (IF BELOW 12 CREDITS) DATE

 RESIDENCE LIFE SIGNATURE (IF BELOW 12 CREDITS AND ON CAMPUS RESIDENCY) DATE

 ACADEMIC ATHLETIC COORDINATOR SIGNATURE (IF STUDENT ATHLETE) DATE

PROCESS	FOR OFFICE USE ONLY
FORM RECEIVED	
STUDENT RECORD UPDATED	