A student may withdraw from a course and receive a grade indicator of “W” on their academic record through the mid-point of the academic session. This applies to courses of any length. Although the instructor’s signature is not required, it is recommended that you inform the instructor of your decision.

Name: ________________________________  Student ID# ________________________________

List the course(s) from which you wish to be withdrawn:

<table>
<thead>
<tr>
<th>5 Digit CRN Number</th>
<th>Course Name/Dept./No.</th>
<th>Section Number</th>
<th>Duration of Course</th>
<th>Instructor’s Name</th>
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</table>

Student’s Signature ______________________________________ Date: __________________

Please keep student copy for your records.

Reason for Dropping

Before returning this form, please complete the following confidential information.
Check one:
___ Too many hours outside employment  ___ Paperwork error
___ Course too difficult  ___ Time conflict with job
___ Advising error  ___ Difficulty with Teacher
___ Illness  ___ Other
___ Too many courses

Office Use Only:
Processed by: _____________________________  Date: __________________

Registrar’s Office (white copy)  Student (pink copy)

DO NOT USE THIS FORM FOR COMPLETE WITHDRAWAL FROM THE UNIVERSITY
Rev. 03/04