



Course Withdrawal Form (Grade of W)

Before you withdraw from a course you should consider the following:

1. A withdrawal may incur a course deficiency that must be made up in the future.
2. While the advantages of a W (not computed into your GPA) over an F are clear, a low passing grade may have advantages over a W in your particular case. You should have a discussion with your instructor about your course difficulties and the chance of achieving an acceptable grade.
3. If you are withdrawing from a course that is required of your major/minor and you will need to retake the course please be aware this will be considered a repeated the course and you will only earn the credits for that course once.
4. Please be advised that undergraduate students enrolled in less than 12 credits are considered part-time and may be at risk of becoming ineligible for campus housing, financial aid, scholarships, athletic participation and health insurance.

If you decide to withdraw from a course:

1. Fill in all the information requested on this form.
2. Discuss the withdrawal with your advisor and obtain his or her signature.
3. Submit this form to our office by the deadline that is published on the Academic Calendar that is posted on the Registrar's page of mymack.

Student Name: _____

Student ID or SSN: _____

Major: _____

Course Number: _____

Course Title: _____

Instructor: _____

Student's Signature: _____ **Date:** _____

Advisor's Signature: _____ **Date:** _____

Registrar's Office Only:	
Processed by: _____	Date: _____