



Office of the Registrar

ELECTIVE WITHDRAWAL FORM

Undergraduate Degree-Seeking students may request a **maximum of three elective withdrawals during their entire undergraduate career.** Student requests for Elective withdrawal will not be processed retroactively and must be requested during the elective withdrawal period posted in the Academic Calendar for each semester for full-semester courses. Courses meeting less than the full semester will have elective withdrawal periods proportional to their length, and those dates will be posted on the Registrar’s Office website. Elective withdrawals, once requested by the student, and processed by the Office of the Registrar, are final and will not be removed at a later time, so please consider your decision thoroughly. **Elective Withdrawals may not be requested for courses in which the student has an outstanding Honor Code charge.**

Term _____ ID/G Number _____

Name _____
Last First MI

Phone: Home _____ Work _____

Course(s)/Section Number(s) and CRN(s) _____

IMPORTANT INFORMATION! Credits graded W (withdrawal) do not affect a student’s GPA, but they are considered attempted credit hours. Effective Fall 2007, attempted hours are used to determine a student’s Credit Level and GPA standards for determining academic standing. If your cumulative GPA is below 2.00, this withdrawal may affect whether you will be on warning, probation, suspension or dismissal. See the Academic Standing section of the Registrar’s web site for further information.

Initial Here

Have you submitted previous requests for an elective withdrawal in prior terms? Yes _____ No _____

Is there an Honor Code charge pertaining to this course? Yes _____ No _____

Do you receive Veterans' benefits? Yes _____ No _____

Are you an athlete? Yes _____ No _____ If yes, this form must be approved by the Athletic Department,

Academic Services Office. _____

Athletic Department Signature

***Note: All courses will appear on the student’s permanent record along with a grade(s) of “W” to indicate a withdrawal.**

Student’s Signature

Date

An elective withdrawal will be processed only when this application is signed by the Student Accounts Office. **Students must have a record free of financial holds and meet all financial obligations before Student Accounts will sign this form.**

Student Accounts Representative

Date

FOR OFFICE USE ONLY

Effective Date

Course Status Changed to “WE” _____

Registrar’s Office Representative