

Request to Drop or Withdraw from a Course Form

Use this form to drop a course or withdraw from a course. Use one form per course.

Drop or withdraw from a course: Up until the ninth week of classes, the course is dropped (removed) from the student's record. After the end of the ninth week of classes, the instructor should indicate "W" on the form if the student is passing and should be awarded a "W" (withdrawal) when the form is signed and dated. If the student is not passing, the instructor should indicate "NP" on the form and assign a grade of "F" in Banner.

Withdrawal from all courses: Until the ninth week of classes a "W" (withdrawal) will be placed on the record. After the end of the ninth week of classes, the instructor should indicate "W" on the form if the student is passing and should be awarded a "W" (withdrawal) when the form is signed and dated. If the student is not passing, the instructor should indicate "NP" on the form and assign a grade of "F" in Banner. You must use a separate form for each course.

International students should consult with a Reeves Center advisor before submitting this form if dropping or withdrawing from courses will drop the number of registered hours below nine credits.

Instructions

Signatures required before returning the form:

- Student
- Course instructor
- Director of Graduate Studies or Chair/Program Director of the student's graduate program.

Note: The Director of Graduate Studies may attach comments or reasons for the changes requested; for any retroactive changes (i.e., changes after the end of the semester or for a previous semester), the DGS *must* attach an explanation, as well as grades when applicable.

For timely processing please ensure that this form is completed correctly and is received by all necessary stakeholders (program administrators must receive a copy for tracking purposes). Please confirm that the correct email address is entered for each recipient. If you are unsure of correct contact information for any recipient, feel free to reach out to your program for assistance.

Deadline: Form is due before the last day of classes.



School of Computing, Data Sciences & Physics

Request to Drop/Withdraw from a Course

Student's Name: R.T. Griffin Banner ID #: 939999999

Dept./Program: _____ Degree: ☐ M.S. ☐ Ph.D.

Year: _____ Semester: ☐ Fall ☐ Spring ☐ Summer

Course Title: _____

Course CRN# _____ Dept./Prog. _____ No. _____ Section: _____ Credits: _____

Type of request: Drop ☐ Withdrawal ☐

Will you be dropping or withdrawing from more than one course? Yes ☐ No ☐

If yes, complete a form for each course you need to drop and/or withdraw from.

I request permission to drop/withdraw from the course listed above.

Student Signature

Date

Indicate the appropriate code (see instructions): W ☐ NP ☐

Course Instructor: Print Name | Signature

Date

Director of Graduate Studies or Chair/Program Director: Print Name | Signature

Date

Assistant Dean for Graduate Studies Signature

Date

Processed _____