
COURSE WITHDRAWAL FORM

**Submit this form to the
Enrollment Center.**

■ Course ID number: _____ ■ Block: _____

■ Course name: _____ ■ Number of Credits: _____

- I plan to attend another MUM course this semester*
- I do NOT plan to attend another MUM course this semester* (Office: Use University Departure Forms)

■ Reason for withdrawing: _____

Student Signature: _____ **Date:** _____

■ **Faculty Attendance Verification:**

Students may withdraw during the first four days of a course for any reason. After the fourth day of the course, students may withdraw due to illness or family emergency, but will receive a grade of NC if the student stops attending for any other reason.

- Stopped attending before the fifth day of the course — removes course from transcript
(or before the end of the second week of the start of the Distance Education course)
- Stopped attending class after fourth day of the course — Student Life determines grade W or NC

Faculty Signature: _____ **Last Date In Class:** _____

■ **Student Life:**

Students withdrawing from courses who live on campus may recover from illness in their room, and then either must return to class, move off campus for the remainder of the course, or engage in other activity as approved by the Department of Student Life.

- Off Campus
- On Campus and will be moving off campus until returning to class
- On Campus and engaging in activity approved by Dept. of Student Life while out of class

Student Life Signature: _____ **Grade:** W or NC or Less than 5 days in this class

Enrollment Center Staff Please Notify:

DC Office ESS (if undergraduate)