Maharishi University of Management Enrollment Center

ONLINE COURSE DROP OR WITHDRAWAL FORM

STEP 1: Complete this Section:

Semester: □ Fall □ Spring Year: 20___

Last Name: ___________________________________ First Name: ______________________

Student I.D. Number: ______________________ Degree Program: ___________________

Course Name: _______________________________ Course I.D. Number: _______________

Dates of Course: ____________ Number of Credits: ______

☐ I plan to attend another Online MUM course this semester

☐ I do NOT plan to attend another Online MUM course this semester

(OFFICE: Give form to the Financial Aid Counselor if student received financial aid or scholarship.)

Reason for withdrawing: _______________________________________________________________________

_____________________________________________________________________________________

Student Signature: _______________________________ Date: ______________________

STEP 2: Submit this form to the MUM Registrar's Office.

Fax it to 641-472-1133 or scan and email to trowe@mum.edu (OFFICE: Notify DE Office.)

Registrar Office Use Only

Date this form or email was submitted by student: ________________________________

Last day of class attendance (as reported by Faculty): ______________________________

Course Drop Deadline:

• 4:00 p.m. of the second day of a 2-4 week course, or
• 4:00 p.m. of the 5th day for a course longer than 4 weeks

☐ Student met the deadline for dropping (Course is removed from the student’s records.)

Course Withdrawal Deadline:

• up until 4:00 p.m. of the second Monday of a 2-4 week course, or
• before completion of 25% of the course for a course longer than 4 weeks.

☐ Student met the requirements for withdrawing (Student receives a W (Withdrawal) grade)

☐ Student did not meet the requirements for withdrawing (Student receives an NC (No credit) grade)

Fall 2014