COURSE DROP/WITHDRAWAL FORM

NOTE: Students who withdraw from a course should consult with their academic advisor before doing so to ensure that they will continue to maintain satisfactory academic progress and are on track for graduation.

STEP 1: Students Complete this Section:

Semester: □ Fall □ Spring Year: 20___
Last Name: ____________________________________________
First Name: __________________________
Student I.D. Number: __________________ Major: __________________
Course Name: __________________________ Course I.D. Number: _____________
Course Instructor: ________________________ Block: ______ Number of Credits: ___
Reason for withdrawing: __________________________________________________________
Your plan for the block: ____________________________________________________________

Housing Status: □ On Campus in Dorm □ Utopia Park □ Off Campus

□ 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)

Student Signature: ___________________________ Date: ______________________

STEP 2: Submit this form to the Enrollment Center.

Office Use Only

Date student submitted this form, or notice was emailed: _____________ or □ student did not notify us.

Student’s last day of class attendance (as reported by Faculty): ______________________________

Course Drop Deadline: 4:00 p.m. of the second day of the course
For courses longer than 4 weeks the deadline is 4:00 p.m. of the 5th day of the course.
□ 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. (Students must have attended part of the third day of the course.) Deadline for courses longer than 4 weeks is before 25% completion of the course.
□ 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)

Notifications: On ____/____/20____ the following were notified by ____________________________:

□ Student’s Academic Advisor: ____________
□ Housing Director and Director of Residential Life (only if living on campus)
□ International Advisor (Internationals only. Not needed if in online program outside the US)
□ Student Life Member: ____________
□ DC Office (Not needed if student is in online program)

Dates of other actions:

□ Student Emailed for info: □ Student info obtained:
□ Faculty Emailed for LDA: □ LDA obtained:
□ Faculty Emailed for grade: □ W or NC entered or course removed: