



Enrollment Services
125 Michigan Avenue NE
Washington DC 20017
 202.884.9530 fax: 202.884.9524

Request for Course Withdrawal

Student Name: (F) _____ (MI) _____ (L) _____

PC ID # or SSN: _____ School: CAS SPS EDU NHP

Term: _____ Year: _____

DEPT	CRS NO	SECTION	SESSION	COURSE TITLE

You must submit a separate form for each course you wish to withdraw from.

Student Signature: _____ Date: ___/___/_____

Advisor Signature: _____ Date: ___/___/_____

Please note the following policies regarding withdrawing from a course:

Once the Course Schedule Adjustment period has passed, a course may not be removed from a student's academic record for any reason, but students may still withdraw from a course at any time up to the deadline for withdrawal from all classes; exact dates are listed in the Academic Calendar. This policy is not applicable to Winter and May terms or other intensive sessions; in such cases withdrawal is not allowed after the published Course Schedule Adjustment period.

When a student withdraws from a course, a designation of "W" (Withdrawal) will appear on the student's transcript. Students who fail to withdraw officially or to meet course requirements are liable to receive a grade of "F" (Fail). Course withdrawals processed after the add/drop deadline do not result in a tuition adjustment.

Office Use Only:	Date Received: _____	Entered by: _____	Date: _____
-------------------------	----------------------	-------------------	-------------