



Request for Individual Course Withdrawal

Office of the Registrar - 111 Bray Hall - registrar@esf.edu

Please do not use this form to withdraw from all of your courses. Please contact Student Affairs if you plan on withdrawing from all of your courses.

Date:

Student Name:

Student ID#:

Permanent Address:

Street Address and Apartment Number

City

State or Province

Zip or Post Code

Country

Home Phone:

Cell Phone:

SU e-Mail:

Alternate e-Mail:

Course Withdrawal Request:

*I request to be withdrawn from the following courses, with the understanding that I may elect to withdraw from an individual course at any time between the end of the 4th week of the semester, and the end of the 14th week of the semester in accordance with the following policy (precise deadline dates are listed in the ESF Academic Calendar). Instructor approval to withdraw from a course(s) is not required, but students should notify the instructor of their withdrawal. **ESF Course Withdrawal Policy:** Students who withdraw from a course after the last day of the 4th week and by the last day of the 14th week will receive a W (Withdraw) grade on their permanent transcript, and will remain on the course roster in MySlice. "W" grades will have no impact on a student's semester or cumulative GPA.*

☐ *I have read the ESF Course Withdrawal Policy provided to me on this form and consulted with the appropriate college offices to ensure that I fully understand the need to be registered for at least **12 credit hours** to maintain "full-time" status, as well as the potential financial aid consequences of falling below a full-time course load.*

Student
Signature

Course Prefix &
Number (i.e. ESF 301):

Course
Name:

Credit
Hours:

Course Prefix &
Number (i.e. ESF 301):

Course
Name:

Credit
Hours:

Course Prefix &
Number (i.e. ESF 301):

Course
Name:

Credit
Hours:

Advisor Approval:

For your course withdrawal to take effect, you **MUST** obtain your advisor/MP's approval signature and return this completed form to the Office of the Registrar at registrar@esf.edu or to 111 Bray Hall prior to the published Withdrawal Deadline:

Advisor or Major Professor Signature: