Course Withdrawal Form

Office of the Registrar ● JMS 220 ● 920-403-3216

Name: _____ **SNC I.D.:** |_0_|_0_|_0_|___|___|___|___|___|___|___|

(Last) **(First)**

Course Withdrawal: This form is used to withdraw from individual courses after the Add/Drop deadline but before the announced last day to withdraw from a course deadline. **This form is not to be used to WITHDRAW from all courses or the College.** Withdrawing from individual courses does not qualify a student for a refund of tuition or course fees. A non-punitive grade of "W" is assigned to the course during processing and will appear on the student's academic transcript. Withdrawing from courses may reduce a student's credit level below that level necessary for continued athletic or veterans eligibility or good academic standing. Questions regarding course withdrawals should be directed to the Office of the Registrar.

Instructions: Print your name and complete the SNC I.D. Number section. Include the 4-digit CRN (Course Reference Number) from the Timetable of Courses or KnightLine and then complete the course subject, number, and section (i.e. BIOL-120-A). Obtain **BOTH** instructor and academic advisor signatures. All Course Withdrawal requests must be returned in person to the Office of the Registrar, 141 WHR, before the posted deadlines. Requests received through campus mail will be returned. Students are responsibile for any charges resulting from an improper course withdrawal request.

	CRN Course Reference Number	Subject	Course No.	Section	Instructor Signature	Academic Advisor Signature
Course Withdrawal			–	–		

Additional Notes / Comments: