

INDIVIDUAL COURSE WITHDRAWAL



After the add/drop period has ended, students may withdraw from individual courses up until the end of the 10th week of the semester.* Any withdrawal that takes place after the second week is recorded on the student's transcript with a grade of W (withdrawal). **Students are not allowed to withdraw from individual courses after the 10th week of the semester.**

Please note that students wishing to drop all of their classes must contact the registrar's office to withdraw from all courses. Please see information in the College Catalog regarding a complete withdrawal during the semester. A complete withdrawal from all courses is permitted after the 10th week.

Name (First MI Last) _____ Date _____

LC ID# _____ Phone _____ Email _____

Advisor _____ Class SR JR SO FR

Current semester & year _____ Anticipated Graduation Term & Year _____

STEP 1 It is highly recommended that you discuss the withdrawal with your advisor.

List the course from which you intend to withdraw. Don't forget the section number.

Course 1 (Example: FREN-201-03) _____

Instructor name _____

Last date of attendance _____

Course 2 (Example: ART-100-01) _____

Instructor name _____

Last date of attendance _____

Number of **total credits** for which you intend to remain registered _____

STEP 2 Student should sign and return this form to the [Office of the Registrar](#).

I wish to withdraw from the above listed course(s) and understand that a W grade will be awarded for each credit-bearing course.

Student Signature _____ Date _____

* **Note earlier deadlines for summer sessions. The deadline for a six week summer session is the end of the 4th week.**

For Office Use Only

RGN – verify total credits

Ant. Grad updated

Date _____

Record LDA

Initials _____