

Alfred University

WITHDRAWAL FROM A COURSE

- When the last day to “Drop” a class in a given term (or a part-of-term such as a “Block” or a Summer Session) has passed, the Withdrawal period begins. The Withdrawal period continues until about the midpoint of the course. Refer to the Academic Calendar for Add, Drop, and Withdrawal deadlines.
- A Final Grade of “W” is recorded on the academic transcript for all withdrawals. The “W” grade is not computed in Grade Point Average. The “W” indicates the student did enroll in the course, and the credits for withdrawn courses count toward student credit hour load for the term for tuition purposes.

Directions:

1. Withdraw from only one course per form. List any zero-credit laboratory or discussion section(s) that are associated with the course.
2. Return the completed form with all signatures to the Student Service Center, Seidlin Hall, no later than the last day to Withdraw from a course as published in the Academic Calendar.

Date: _____

Student Information:

ID#	Name (last, first, middle initial)	College/School
-----	------------------------------------	----------------

Term: Year _____ Fall Spring Summer

Course to be WITHDRAWN

Course and Section Information				Course Title	Credit Hours	Instructor's Name (printed)
CRN	Subject	Course No.	Sec. No.			
				Lab/Discussion/Recitation Section 1	0	
				Lab/Discussion/Recitation Section 2	0	

Required Signatures/Approvals:

Student	Date
Instructor	Date
Academic Advisor	Date