

# Alfred University

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## 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 student may withdraw from a course and receive the grade of W with the signature of the lecture instructor and the approval of the student’s advisor during the period designated by the Academic Calendar. The approval of the student’s Dean is required if:
  - The revised load is less than twelve semester hours or more than 18 (20 for School of Engineering)
  - After deadline for this type of action (\$35 late fee assessed.)
- 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 The “W” indicates the student did enroll in the course, and the credits for withdrawn courses count toward student credit hour load for the term for tuition purposes.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
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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### Course to be WITHDRAWN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
College/School Dean	Date