Application to Withdraw from a Graduate Course

Directions: Graduate students with **good cause** may apply to withdraw from a graduate course **up to two weeks prior to the last official meeting of the class**. It is the **responsibility of the student** to obtain the signature of the course instructor on this form and to return this signed form to the Office of Graduate Studies. A student is not considered officially withdrawn until this signed form is filed with the Office of Graduate Studies.

Policy: A grade of "W" may be received only once per course and no more than three Ws may be received in a student's program of study. Withdrawing from a course does not excuse a student from the five-year (six-year for the counseling programs) time limit for completing all program requirements.

If you are dropping all classes and not returning next semester, please indicate the semester in which you plan to resume your program _____ .

Name:_____ SSN: _____

Address:_____
Street City State Zip

Course No.: _____ Course Title: _____

Reason for withdrawing:_____

_____
Signature of Student Date

_____
Signature of Instructor

Last date of attendance or participation must be indicated.

_____
Signature of Dean, School of Graduate Studies Date

_____
Signature of Cashier Receipt Number Date