



Elizabethtown College - Course WITHDRAWAL Form

Last day to withdraw from a course this Semester: **November 4 by 4:30 pm**

Students withdraw from classes through the Office of Registration and Records. Course withdrawals (i.e. drops) do not appear on the permanent record if the student withdrew (i.e. dropped) on or before the end of the 4th week of the semester. From this time to the end of the 11th week, a student can exercise a course withdrawal. **Students submitting a course withdrawal form after the end of the 11th week of the semester receive a grade of WF, which is calculated into the student's grade point average as though it were an F.**

Name: _____ Phone: _____

Student ID: _____ Box #: _____ Class Standing: FR SO JR SR

Course ID (e.g.AC 101): _____ Course Title: _____

Are you: (please circle the appropriate response)

An Athlete? YES or NO Receiving Financial Aid? YES or NO
An International Student? YES or NO A Graduating Senior? YES or NO

STUDENT STATEMENT: I wish to withdraw from the course listed above for the following reason:

Student Signature: _____ Date: _____

ADVISOR STATEMENT: I believe this (is, is not) advisable because: _____

Advisor Signature: _____ Date: _____

INSTRUCTOR STATEMENT: I believe this (is, is not) advisable because: _____

Instructor Signature: _____ Date: _____

****Student's Last Date of Class Attendance:** _____

Note to Student: Withdrawing from a course **may** change your class standing and/or residency status. *Before submitting this form it is recommended the student contact Residence Life if resulting schedule (after course withdrawal) will be less than 12 credits.* Registration is based on **completed** credits: (1) to be considered a sophomore, you must have completed 30 hours; (2) to be considered a junior, you must have completed 60 hours; (3) and to be considered a senior, you must have completed 90 hours at the time of Registration. **Athletic Participation:** To be eligible for competition, a student-athlete shall be enrolled in not less than 12-semester or quarter hours, regardless of the institution's definition of minimum full time program of studies.

Note to Instructor: The Instructor should consider the student enrolled until receiving official notification from the Registration and Records Office that the withdrawal has been received and processed.

FOR OFFICIAL USE ONLY -- DO NOT WRITE BELOW THE LINE

STATUS PRIOR TO WITHDRAWAL:

DATE /TIME RECEIVED: _____

STATUS: FT or PT
CREDITS: _____

A GRADE OF "W" ENTERED AFTER COURSE STATUS IS CHANGED TO DROP

STATUS AFTER THIS WITHDRAWAL:

NOTIFICATIONS SENT:

STATUS: FT or PT
CREDITS: _____

ATHLETICS _____ (yes or no)
FINANCIAL AID _____ (date)
INTERNATIONAL PROGRAMS _____ (date)
PROFESSOR _____ (date)
RESIDENCE LIFE _____ (date)