

- This is NOT a Total Withdrawal form. If you are attempting to withdraw from all of your classes from a single semester, obtain a Total Withdrawal form from the Registrar's Office or Student Affairs.
- Use this form to withdraw from an individual class after the last day of student-initiated withdrawals
- Use this form to change a course from credit to audit after the deadline

Check one: **AUDIT** **WITHDRAWAL**

PLEASE PRINT

NAME:	Student ID No.:	
<i>(last)</i>	<i>(first)</i>	<i>(middle)</i>
MAILING ADDRESS:		Evening Phone Number _____
Street & No. or PO Box _____		Day Phone Number _____
City, State, Zip _____		E-Mail Address: _____

Withdrawals after the last day for student-initiated withdrawals are allowed for exceptional cases only. Approval is not automatic, and students need to provide evidence to support their request. Acceptable non-academic reasons might include documented family emergency, major employment change, documented medical condition or disciplinary sanctions. **Escaping an unsatisfactory grade is not an acceptable reason for seeking a late withdrawal.** Audits follow same ruling and deadlines as withdrawals.

TO WITHDRAW FROM OR CHANGE A COURSE TO AUDIT:
(USE ONE FORM FOR EACH COURSE)

1. Obtain the signature of the instructor of the course.
2. Obtain the signature of the head of the department in which the course is offered.
3. Obtain the signature of your advisor if you are degree seeking.
4. Submit this form to the dean of the college in which the course is offered, **along with supporting evidence.**
5. Return this form to the Office of the Registrar for processing if the dean approves your request.

CRN	Dept	Course #	Section	Course Title	No. of credits	Instructors name

STUDENT NOTE: This change is not official until ALL STEPS are completed. Check with the Business Office for any financial obligations you might have. Retain your validated copy of the transaction until the end of the semester when you receive your grades. Bring your copy of the transaction with you if you have any questions.

ALL SIGNATURES ARE REQUIRED	X Student's Signature and Date
X Course Instructor's Signature and Date	X Course Department Head's Signature and Date
X Advisor's Signature and Date	X Course Dean's Signature and Date

DO NOT WRITE IN THIS SPACE	
Received By: _____	Date: _____