

**PETITION TO WITHDRAW FROM A COURSE**

after the Drop/Add Period  
(through 10<sup>th</sup> week of instruction)

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Term: \_\_\_\_\_ Dept: \_\_\_\_\_ Course #: \_\_\_\_\_ Sect: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

***I understand that I will remain financially responsible for this course enrollment, that the course will remain on my academic record, but that the "W" grade will not be calculated into my grade point average.***

***Student's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

**TO BE COMPLETED BY INSTRUCTOR AND ADVISOR:**

I verify that the last day of attendance by this student in the course indicated above was:  
(Indicate month, day, year) \_\_\_\_\_

***Instructor's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

I have spoken to the student on the effects of this withdrawal on his/her completion of graduation requirements.

***Advisor's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_