

Course Withdrawal Form — Instructions

The Course Withdrawal Form is to be used by students who seek to withdraw from a course during the course withdrawal period of a term. The form must have the signature of the student's academic advisor in order to be processed.

Withdrawing from Quarter Term Courses

Students can use the Course Withdrawal Form from the first day of Week Two (2) to the last Friday of Week Seven (7) of the term to withdraw from a course and earn a grade of "W" for quarter term courses. Please refer to the Academic Calendar on the Provost Office webpage for official course withdrawal dates of a term.

This form cannot be used to withdraw from a course after the Week Seven (7) deadline of the term.

Students must obtain the signature of the instructor of the course, as well as their academic advisor, and turn the completed form into Drexel Central in order for the course withdrawals to be processed.

Students who formally withdraw from all courses for a term should note that their courses will be processed in accordance with the leave of absence policy. This means that all courses will receive a "W" and the student will be considered to be on a leave of absence for the remainder of the term.

Withdrawal from Semester Term Courses

When withdrawing from semester term courses, students should refer to the individual semester college or school website for course withdrawal information.

Students must obtain the signature of their academic advisor. Forms should be submitted to the office indicated through the school or college website.

Satisfactory Academic Progress

Students who have received federal financial aid (grants, loans, or work-study) may be impacted by the decision to withdraw from classes. The federal government requires that students who receive aid or loans make Satisfactory Academic Progress (SAP). Please refer to drexel.edu/drexelcentral/sap for more information.

Students are strongly encouraged to confer with a Drexel Central representative to determine if SAP is met prior to withdrawal from classes.

Course Withdrawal Form

First Name _____ Middle Initial _____ Last Name _____

University ID _____ Drexel Email Address _____

Academic Year _____

- Select the Term for Your Withdrawal:** Fall Winter Spring Summer
Select Status: Undergraduate Graduate
Select Your Enrollment: Attending Courses Currently on Co-op

College/School/Center _____

Request to Withdraw from the Following Course(s):

CRN# (i.e., 20758)	Subject/Course ID (i.e., ACCT 101)	Section	Credits	Instructor Signature

Are you withdrawing from all of your classes and/or taking under 12 credits? Yes No

- By checking this box, you are confirming that you have reviewed the SAP requirements and understand that the action(s) you are requesting above may impact your financial aid** (*see SAP information listed on the instruction sheet*).
- By checking this box, you understand that as a result of withdrawing from all courses, your status for the term will be updated to a leave of absence** (*check only if you are withdrawing from all courses and not formally withdrawing from the University*).

Student Signature _____ Date _____

Advisor or Academic Dean Signature _____ Date _____

Steinbright Co-op Representative Signature _____ Date _____
(only if student is withdrawing from COOP201 or COOP501)