

UNDERGRADUATE COURSE WITHDRAWAL PROCESS

- Students who wish to withdraw from a course must consult their advisor and are encouraged to discuss their withdrawal with their instructor. To officially withdraw from the course, the withdrawal form should be completed and returned to the Registrar's Office **before the last day to withdraw.**
 - Ceasing to attend classes or notifying the instructor does not constitute an official withdrawal.
- **Late Withdrawal:** Requests to withdraw from a course after the deadline will only be considered in **extreme circumstances.**
 - A student must consult with their advisor or program/academic director and submit a completed **Academic Petition** stating the extenuating circumstances and a letter of support for consideration. Late withdrawal petitions must be submitted to the Registrar's Office by the **last day of the class.**
- **Grade:** A course withdrawal during the withdrawal period results in a grade of "W," which appears on a student's official transcript. The grade does not impact the term or cumulative GPA.
- **Eligibility:** Withdrawing from a course may affect athletic eligibility, veterans' benefits, visa status, or financial aid. Please consult with the appropriate office regarding the implications of withdrawing from a course on your eligibility.

STUDENT INFORMATION

Last Name: _____ First Name: _____ PRN: _____

UNE Email: _____ Major: _____

 Are you a varsity athlete? No Yes* (**If yes, a signature from Athletics is required if you will be less than full-time, 12 credits, after dropping this class.*)

 Are you an international student? No Yes** (***If yes, a signature from Global Education is required as withdrawals may affect visa status.*)

COURSE WITHDRAWAL DATES

Term	Last Day to Withdraw from a Course
Summer 2024 – Session I	June 13, 2024
Summer 2024 – Session II	July 25, 2024
Summer 2024 – Full Session	July 8, 2024
Fall 2024	October 28, 2024
Spring 2025	March 28, 2025

COURSE WITHDRAWAL INFORMATION (to be completed by student)

 Course Reference Number (CRN): _____ Subject and Course: _____
 (ex: 50245) (ex: ENG 110)

 Title: _____ Semester & Year: _____
 (ex: English Composition) (ex: Summer 2024)

 Does this course have a corequisite? If yes, list CRN and name here: _____
 (ex. BIO 106L, SAS 011)

COURSE WITHDRAWAL APPROVALS (Font signatures NOT accepted)

Student's Signature: _____ Today's Date: _____

Advisor's Signature: _____ Today's Date: _____

 Athletics' Signature: _____ Today's Date: _____
 (Head Coach or Administrator; if applicable)

 Global Education Signature: _____ Today's Date: _____
 (if applicable)