

Course Withdrawal After Week 8

Instructions

This form is to be used by students withdrawing from one or more courses after the eight week of a term. Do not use this form if withdrawing from all courses in a quarter. A Leave of Absence or Institute Withdrawal form is available for this purpose. To be accepted, this form must have all signatures listed at the bottom. Department Head and Dean refer to the student's own department and college.

General Information

Please Type

University ID Number: _____ Name _____
Last First MI
 Academic Program _____ Academic Plan _____ Term: _____

A grade of "W" will be assigned if the course withdrawal is approved. Grades of "W" are maintained as part of the student's permanent academic record, but do not affect GPA or hours earned. Withdrawing from a course will not change your enrollment status (e.g. full-time to part-time).

class no.	subject	catalog	section	units	course title/description	grade
_____	_____	_____	_____	_____	_____	W
Example						
10848	1016	281	01	4	Project-Based Calculus I	W

Reason for withdrawal after the 8th week:

Student Signature

Sign _____ Date _____

Department Signatures

Instructor Print _____ Email _____@rit.edu

Sign _____ Date _____

Department Head Print _____ Email _____@rit.edu

Sign _____ Date _____

Dean Print _____ Email _____@rit.edu

Sign _____ Date _____

Registrar's Office Use Only: Date Received _____ Date Processed _____ Processed by _____

Distribution: Please keep a copy for your records. Return original to the Registrar's Office, EAS, room 1202.