NOTE: Students who withdraw from a course should consult with their academic advisor before doing so to ensure that they will continue to maintain satisfactory academic progress and are on track for graduation. Students may only withdraw from one course per semester.

STEP 1: Students Complete this Section:

Students Complete this Section:

Semester: □ Fall □ Spring Year: 20___
Last Name: ________________________________  First Name: __________________________
Student I.D. Number: _______________________ Major: _____________________________
Course Name: ______________________________ Course I.D. Number: __________________
Course Instructor: __________________________ Block: _____ Number of Credits: _____
Reason for withdrawing: ____________________________________________________________
Your plan for the block: ____________________________________________________________

Housing Status: □ On Campus □ Utopia Park □ Off Campus
If on campus, Associate Dean of Students signature: __________________________

□ I plan to attend another MUM course this semester

□ I do NOT plan to attend another MUM course this semester (OFFICE: Use University Departure Forms)

Student Signature: ______________________________ Date: __________________________
Instructor Signature: _________________________ Advisor Signature: ______________________

STEP 2: Submit this form to the Enrollment Center.

Office Use Only

Date student submitted this form, or notice was emailed: ____________ or □ student did not notify us.

Student’s last day of class attendance (as reported by Faculty): __________________________

Course Drop Deadline: 4:00 p.m. of the second day of the course
For courses longer than 4 weeks the deadline is 4:00 p.m. of the 5th day of the course.

□ Student met the deadline for dropping (Course is removed from the student’s records.)

Course Withdrawal Deadline: Up until 4:00 p.m. of the second Monday of the course. Deadline for courses longer than 4 weeks is before 25% completion of the course.

Note: A WH (health-related withdrawal) may be possible for students who are unable to complete a course due to illness or family emergency. The professor will require the student for documentation (nurse or doctor’s note, etc.) to verify the reason for the withdrawal. The request for a WH must be made within seven days after the last day of the course, and the student must have been otherwise passing the course at the time of the withdrawal.

□ Student received professor approval for a WH due to illness or family emergency

□ Student did not meet the requirements for withdrawing (Student receives an NC (No credit) grade)

□ Student Emailed for info: □ Student info obtained:
□ Instructor Emailed for LDA: □ LDA obtained:
□ Instructor Emailed for grade: □ W or NC entered or course removed (circle one)
□ Added to Shared Google doc. □ Adviser has been notified
□ If International, contacted Intl Adviser