



## Course Withdrawal Request Form

Students who desire to withdraw from a course should submit a Course Withdrawal Request Form. Students have until the end of the 7th week to withdraw from (drop) a course. The effective date of the withdrawal will be the date the student submitted the course withdrawal request form. A student who withdraws from a course will receive a "W" and be eligible for a prorated refund (see Refund Policy).

Name of Student: \_\_\_\_\_

Email: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Academic Term (e.g., July 2019) \_\_\_\_\_

Reason for Requesting to Withdraw: \_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email the completed request form to [registrar@wciu.edu](mailto:registrar@wciu.edu). Please direct any questions to this email address.