

**Course Withdraw Request After Week 12**

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Students who find it necessary to withdraw from a course after the twelfth week of the semester or after the completion of a blocked clinical requirement for a course must petition the Dean of the appropriate school for permission to withdraw. Please refer to the college catalog for complete Withdrawal Policy.

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**STEP ONE:** List course you wish to withdraw from and your rationale

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Academic Term: \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_

Please explain in detail the rationale for your course withdraw:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**STEP TWO:** Submit for approval from the Dean of Student's Program

Approved/Not Approved: \_\_\_\_\_ Comments: \_\_\_\_\_

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Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**STEP THREE:** If approved by Dean, submit for final grade from instructor

Course: \_\_\_\_\_ Final Grade %: \_\_\_\_\_ Final Grade \_\_\_ WF \_\_\_ WP

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original to: Registrar  
Copy to: Student, Dean of Program, Student Advisor

***Records and Registration Use Only***

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_