

UNDERGRADUATE COURSE WITHDRAWAL PROCESS

- Students who wish to withdraw from a course must complete and sign the course withdrawal form, obtain all approvals, and return the approved form 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.
- **Student Eligibility:** Withdrawing from a course may affect eligibility for athletics, veterans' benefits, visa status, or financial aid. Please consult with the appropriate office to maintain 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: _____

Instructor 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)