



## Course Withdrawal Form

This form is to be used when the student needs to withdraw from one or more courses AFTER the drop/add period has ended. Students withdrawing from a course(s) prior to the date of financial responsibility for the respective semester/term will have the course removed from their record (No Grade). Withdrawals after the date of financial responsibility will receive a grade of "W" for the course(s) and the student is financially responsible. This form is NOT to be used for official withdrawals from Anderson University. Only completed forms will be accepted by the University Registrar and will not be accepted after the stated deadline.

PLEASE PRINT.

### Step 1: Student & Course Information

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AU Student ID

Last Name

First Name

Middle Initial

Semester/Year (choose one):

Fall 20\_\_\_\_\_

Spring 20\_\_\_\_\_

Summer 20\_\_\_\_\_

Course Prefix	Course No.	Section	Instructor's Signature	Last Date of Attendance	Registrar's Use Only Grade (NG or W)

  
Mandatory

### Step 2: Additional Information

Are you a student athlete?       Yes       No      If yes, Athletic Department must sign below.

Are you currently receiving VA benefits?       Yes       No      If yes, VA Department must sign below.

### Step 3: Approval

By my signature, I recognize my responsibility to read, understand, and abide by the rules and procedures printed in the Anderson University Academic Catalog. I understand that I will not be exempted from the requirements of these rules and procedures because of ignorance, negligence, illness, other personal factors, or contradictory advice from any source.

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

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VA Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 4: Submission of form

Upon completion of information above, student should submit this form to the Office of the University Registrar, Suite B, Merritt Administration Building, 1st floor.

University Registrar use only:

Date processed:	Processed by:
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