Course Withdrawal for Extenuating Circumstances

STUDENT INFORMATION:

Student ID: @ __________________________ Check One: □ Undergraduate □ Graduate

Name: Last ____________________________ First __________________________ M.I. ______

Local Address: ________________________________________________________________
Street _________________________________________________________________________
City __________________________________________________________________________
State __________________________________________________________________________
Zip Code _______________________________________________________________________

Phone Number: ___________________________ Major: ________________________________

Requesting course withdrawal for the following:

Term: (Check One): □ Fall 20___ □ Wintersession 20___ □ Spring 20___ □ Summer 20___ Session ___

CRN: Subject: Course No. Section: Course Title: Instructor’s Name: ____________________________

Reason for Request: ________________________________________________________________

________________________________________________________________________________

Student Signature: ____________________________ Date: ______________

REQUIRED SIGNATURES:

The following signature is required before submitting this course withdrawal request after the term’s official “last date to withdraw.”

For degree students:

□ Approve □ Disapprove Dean, Student’s Major ____________________________ Date ______________

For non-degree students:

□ Approve □ Disapprove Provost and Vice President for Academic Affairs __________________ Date ______________

Mail or Fax Completed Form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.5555

Continued
COURSE WITHDRAWAL FOR EXTENUATING CIRCUMSTANCES

IMPORTANT: Please carefully read the information below. Use of this application form:

- To request withdrawal from an individual course after the official withdrawal date for the session.
- To be used after the tenth week of a fall or spring semester, or the equivalent period of a summer session.
- Not to be used for requesting total withdrawal from all scheduled classes.

Financial aid eligibility for full-time students:

- Course withdrawals may affect a student’s eligibility for current or future financial aid.
- Consult the Financial Aid Office to confirm financial aid status.

Procedure for using this application form:

1. Complete the top portion of the form, including the reason for the request and the student’s signature and date. Attach supporting documentation as appropriate.

2. Consult the appropriate individuals to request approval signatures:
   a. Dean of student’s major.

4. Submit the completed form to the Office of Records and Registration.

Note: Course withdrawal cannot be completed if the student has an outstanding account balance.