



# 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:** (Select One): Fall 20\_\_\_\_ Wintersession 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

CRN	Subject	Course No.	Section	Course Title	Instructor's Name
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Reason for request:

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

## REQUIRED SIGNATURES:

The following signature is required before submitting this course withdrawal request after the term's official "last day 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: 814.732.3501**

Or Email to:

**records@edinboro.edu**

# 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.
- No withdrawals are permitted once the final exam period has begun.
- 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 to justify your request.
2. Consult the appropriate individuals to request approval signatures:
  - a. Dean of student's major.
3. 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.