



Office of the Registrar  
 McAuley Hall 205  
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 Newport, RI 02840-4192  
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**STAFF USE ONLY**  
 Data Entry Initials: \_\_\_\_\_  
 Date Accepted: \_\_\_\_\_

## UNDERGRADUATE COURSE WITHDRAWAL FORM

PLEASE PRINT CLEARLY.

Year: \_\_\_\_\_ Semester:  Fall  Spring  Summer I  Summer II

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year) Cell Phone: \_\_\_\_\_

Campus Mail Box Number (if applicable): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Local Address (off campus): Number & Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check Class Standing:  Freshman  Sophomore  Junior  Senior  Non-matriculated

Course Code	Section	DATE LAST ATTENDED <i>Determined by Instructor</i>	INSTRUCTOR SIGNATURE <i>Course Instructor must sign here unless student is withdrawing from the University</i>	FINAL GRADE* <i>Assigned by Registrar's Office</i>
				W or WF
				W or WF
				W or WF
				W or WF
				W or WF
				W or WF
				W or WF

*\*The last day each semester for students to withdraw from a course without penalty grade of WF is published in the Academic Calendar, found in the Catalog and online.*

**Revised Total Credits:** \_\_\_\_\_

**IMPORTANT REMINDERS**

*Students should be cautious about withdrawing from a course due to possible NEGATIVE effects:*

- Reduced credit loads usually cause additional time and/or expense to complete a degree.
- Full-time students who reduce their load below full-time may jeopardize financial aid.

**TO COMPLETE YOUR COURSE WITHDRAWAL**  
**SUBMIT THIS SIGNED FORM TO THE REGISTRAR'S OFFICE (McAuley Hall)**

**NOTICE:** *By my signature below, I accept responsibility for the accuracy of all information on this form. I understand the possible negative effects of withdrawing from a course. I agree to notify the Office of the Registrar promptly in writing of any further changes that may affect my enrollment status in any class this semester.*

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