

COURSE WITHDRAWAL

**WESTFIELD STATE UNIVERSITY
OFFICE OF THE REGISTRAR**

Fall Spring Year: _____

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|-----------------|--------------------------------|
| STUDENT'S NAME: | CLASS: FR SO JR SR |
| STUDENT ID: | DATE: |

This form is used to withdraw from an individual course (one form per course). To withdraw entirely from the University please fill out the Withdrawal Clearance Form, available in the Office of the Registrar, Dean of Students, or Academic Achievement.

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|--------------|----------------|---------------------------|-----------------|
| CRN: | COURSE PREFIX: | COURSE NUMBER: | COURSE SECTION: |
| COURSE TITLE | | INSTRUCTOR NAME (PRINTED) | |

FACULTY SIGNATURE: _____ DATE: _____

ADVISOR SIGNATURE: _____ DATE: _____

For ENGL 101 or 102, you are required to obtain the signature of the Composition Coordinator or the English Department Chair

ENGLISH SIGNATURE: _____ DATE: _____

LAST DATE TO WITHDRAW: The official withdrawal dates are listed in the current undergraduate *Bulletin*.

ENROLLMENT STATUS: Withdrawing from a course will decrease your enrollment status. Students must be registered for a minimum of 12 credits for the University to certify a full-time enrollment status.

FINANCIAL AID: To maintain satisfactory academic progress (SAP) for continued financial aid eligibility, students must complete at least 21 credits during each academic year. Students may make up credits during a winter and/or summer sessions that immediately follow the term in which you withdrew from a course.

ATHLETICS: Please consult with the University's NCAA compliance officer to ensure your continued eligibility to play.

VETERANS: Please consult with Veteran's Affairs to ensure your benefits have not been affected.

STUDENT SIGNATURE: _____ DATE: _____

Students will receive a grade of 'W' on their academic transcript for this course. A "W" is a non-punitive grade that is not used in calculating a student's quality point average.

To assure that your records are being maintained as expected, please check your online academic record often.