

**Wilmington University
Office of the Registrar**

Request to Withdraw from Course(s)

Student's Name: _____

Student's I.D. Number: _____

Student's Phone Number: _____

<p style="text-align: center;">WITHDRAW FROM:</p> <p style="text-align: center;">Print Course I.D. Number(s) in the space provided</p> <p>COURSE ID: (example: ENG101 SEN01 SU2011)</p> <p>For: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer</p> <p style="text-align: center;">_____ (Year)</p>	<p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p> <p>6)</p>
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IMPORTANT:

Active duty military personnel and veterans receiving tuition assistance may submit a Withdrawal Form in person, by mail, or by fax.

Withdrawal Forms should be delivered in person, mailed or faxed to the Registrar's Office or home site office by the appropriate deadline to be valid. Students may refer to the academic calendar to obtain deadlines for withdrawing from a course.

The Office of the Registrar will use the postmark date for mailed or faxed course withdrawal requests as the determinant date for deadline.

Signature: _____ **Date:** _____

Please carefully read and answer all of the following questions regarding your withdraw. Also, provide your initials where indicated.	Student Initials
Withdrawing does not release you from financial responsibility or obligation for the course(s).	
Do you receive financial aid or other benefits to pay for your course(s)? YES _____ NO _____	
Indicate the last day you attended class. _____	
Will you be re-entering courses during this term/payment period? YES _____ NO _____	
You are responsible to withdraw from class if you stop attending. You will not be automatically withdrawn.	
You may withdraw from a course without academic penalty prior to course withdrawal deadlines. Failure to withdraw before deadline results in a failing grade ("NA", "FA", or "F").	
NOTE: Students receiving financial aid should contact the Financial Aid Office to determine potential effects on eligibility related to making changes in course credit load.	