



RECORDS, REGISTRATION + ADVISING
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REQUEST FOR COURSE WITHDRAWAL: SUMMER 2025 SEMESTER

TERM I COURSES	(MAY TO JUNE)
DEADLINE	REFUND/GRADING POLICY
March 24 to May 8 (dropping last/only course)	75% refund, W grade assigned
May 9 to June 6	No refund, W grade assigned
After June 6	No refund, F grade assigned

TERM II COURSES	(JULY TO AUGUST)
DEADLINE	REFUND/GRADING POLICY
March 24 to July 4 (dropping last/only course)	75% refund, W grade assigned
July 5 to August 1	No refund, W grade assigned
After August 1	No refund, F grade assigned

COMBINED TERM COURSES	(MAY TO AUGUST)
DEADLINE	REFUND/GRADING POLICY
March 24 to May 13 (dropping last/only course)	75% refund, W grade assigned
May 14 to July 4	No refund, W grade assigned
After July 4	No refund, F grade assigned

Non-attendance does not indicate withdrawal. Failure to submit a withdrawal request will result in an F grade being assigned with no refund issued. A complete withdrawal (dropping from all courses) from the University after the withdrawal deadline will only be considered upon submission of supporting documentation. Students on financial assistance (i.e. student loan) should see the Financial Awards Advisor to discuss the implication of a withdrawal while on student assistance.

U-PASS POLICY

You are only eligible for U-Passes for the month(s) you are registered in.

STUDENT INFORMATION Name: _____ Student Number: _____

COURSE INFORMATION

TERM	COURSE CODE (i.e. AHIS-200)	SECTION (i.e. SU01)	COURSE NAME	FACULTY LAST NAME	LAST DATE OF ATTENDANCE
<input type="checkbox"/> I <input type="checkbox"/> II					
<input type="checkbox"/> I <input type="checkbox"/> II					
<input type="checkbox"/> I <input type="checkbox"/> II					

MAIN REASON FOR WITHDRAWAL (CHECK ONE)

- | | | |
|---|--|--|
| <input type="checkbox"/> Family Circumstances | <input type="checkbox"/> Physical | <input type="checkbox"/> Course too challenging |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Conflict with instructor | <input type="checkbox"/> Course not challenging enough |
| <input type="checkbox"/> Emotional | <input type="checkbox"/> Course does not meet expectations | <input type="checkbox"/> Need to lighten course load |

☐ Other, please specify: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY

Authorizing Signature: _____ Date: _____