



RECORDS, REGISTRATION + ADVISING
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REQUEST FOR COURSE WITHDRAWAL: SUMMER 2022 SEMESTER

TERM I COURSES	(MAY TO JUNE)
DEADLINE	REFUND/GRADING POLICY
April 25 to May 12 (dropping last/only course)	75% refund, W grade assigned
May 13 to May 18	No refund, W grade assigned
After May 18	No refund, F grade assigned

TERM II COURSES	(JULY TO AUGUST)
DEADLINE	REFUND/GRADING POLICY
April 25 to Jul 7 (dropping last/only course)	75% refund, W grade assigned
July 8 to July 12	No refund, W grade assigned
After July 12	No refund, F grade assigned

COMBINED COURSES	(MAY TO AUGUST)
DEADLINE	REFUND/GRADING POLICY
April 25 to May 16 (dropping last/only course)	75% refund, W grade assigned
May 17 to July 8	No refund, W grade assigned
After July 8	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)

- Family Circumstances Physical Course too challenging
- Financial Conflict with instructor Course not challenging enough
- Emotional Course does not meet expectations Need to lighten course load

Other, please specify: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY

Authorizing Signature: _____ Date: _____