COURSE WITHDRAWAL

NOTE: **This form is for course withdrawals only.** It is NOT to be used to withdraw from an entire schedule for a semester/term. To withdraw completely from a semester/term, please use the Withdrawal Request, available in the Student Records Office or online at http://www.samford.edu/WorkArea/DownloadAsset.aspx?id=45097162145.

DIRECTIONS: Please print. Fill in all blanks, answer all questions, and obtain all required signatures. Submit signed form to Student Records, Samford Hall, Room 214. **Instructors & Advisors:** Please add the date you sign the form.

Semester/Term: _____ **Year:** _____ **Date:** _____

Student Name: _____ **SU ID#:** 9_____
Last First Middle

Samford E-Mail: _____@samford.edu **SU Box:** _____

1. Will withdrawing from the course(s) put you below full-time status? **No** ☐ **Yes** ☐ (If Yes, see note below.)
2. Are you planning to complete degree requirements this semester? **No** ☐ **Yes** ☐

   If not, please provide your expected graduation **Term:** _____ **Year:** _____
3. Are you a student-athlete? **No** ☐ **Yes** ☐ (If Yes, you MUST obtain signature of Athletics Dept Advisor below.)

   IMPORTANT NOTE: *Student-Athletes who drop below full-time risk losing eligibility to compete, practice, or participate in any athletic-related activities. For ANY student, dropping below full-time status could impact financial aid, scholarships, and/or insurance coverage.*

I wish to WITHDRAW from a COURSE

Instructor's signature required

CRN | Subject, Course#, Section (i.e., 70076 | ACCT 211-01)	**Instructor Permission** (Signature | Date)

_____ _____ _____ _____
Student's Signature **Date** **Advisor's Signature** *(Please note date you sign form)* **Date**

_____ _____ _____ _____
Athletic Advisor Signature *(Required for ALL athletes)* **Date** **Registrar** **Date**

ADDITIONAL INFORMATION: Withdrawing from a course prior to the deadline for withdrawing without Academic Penalty does NOT affect your GPA. A "W" will appear on your transcript for the class from which you withdrew. Withdrawing from a course AFTER the deadline for withdrawing without Academic Penalty DOES affect your GPA. A "WF" will appear on your transcript for the class from which you withdrew. Please consult the Academic Calendar for the withdrawal deadline for the current semester/term.