Course Withdrawal Form

Student Name ___________________________________________ Student ID# __________________________

Course Number & Section (ex. EN 121, sec 401) Course Name _________________________________________

Reason for withdrawal

Student E-mail Address ___________________________________ Student Phone Number _______________________

1. This form may only be used to withdraw from a course through the last day of the 13th week of the term; official withdrawal will not be permitted after that date (For Summer 1, Summer 2 and Winter withdrawal dates please refer to our website.)
   o You must return this form to the Registrar’s Office, Feldman 158, within 48 hours of obtaining your instructor’s signature for your withdrawal to be processed

2. A grade of WD will appear on your final transcript. This grade DOES NOT affect your GPA. Please refer to the Undergraduate Catalogue.
   o If you DO NOT provide this form to formally withdraw, you will be granted a WF grade which will negatively impact your GPA and financial aid

3. Please be aware that if this course withdrawal brings your registration below 12 credits, your eligibility for financial aid, visa status, housing, medical insurance, auto insurance and other important statuses may be affected.

I have read and understand the above conditions regarding course withdrawals and hereby authorize FIT to withdraw me from the course listed above.

Signature ___________________________________________ Date ______________________________

I acknowledge that the student named in the box above is withdrawing from my course and that the course information listed is correct.

Student’s last date of attendance: ___________________________ (required)
mm/dd/yy

Instructor Name (Please print) ____________________________ Instructor Signature ______________________ Date __________

Instructor E-mail Address __________________________ Extension/Phone # __________________________