DONNELLY COLLEGE

Course Withdrawal – Submit Completed Form to the Registrar's Office

***Student Withdrawal Policy**: It is the responsibility of the student to withdraw from classes. Students should see an advisor and the financial aid staff before submitting a withdrawal form to the Registrar's Office for processing. If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). Not attending class is not a withdrawal from class. The grade "W" will be issued when a student withdraws from a course. It will appear on the student's academic record but will not be included in the GPA. Courses with a "W" are included in Donnelly's academic expectations as well as the calculation of Satisfactory Academic Progress. Check the Catalog for a full description of Donnelly College's refund policy and calculations.*

Student _____ ID# _____ Date _____ Term _____
(Last) (First)

☐ Partial Withdrawal

Course Code Section Credit Hours LDA*

_____
_____
_____
_____

☐ Full Withdrawal

Course Code Section Credit Hours LDA*

_____
_____
_____
_____

*Last Date of Attendance

Student Signature _____ Date _____

***Instructor Withdrawal Policy:** Instructors will withdraw the student from a class when the student has missed **16 percent** of the class meetings during the semester. Classes that meet two times per week allow five absences; classes that meet one time per week allow three absences This includes all classes scheduled during "add/drop" week.*

Student _____ ID# _____ Date _____ Term _____
(Last) (First)

Course Code Section Credit Hours Last Date of Attendance Instructor

_____

Instructor's Signature _____ Date _____

VP of Academic Affairs Signature _____ Date _____