

ST. JOHN'S SEMINARY

WITHDRAWAL FROM COURSE FORM



A student or a professor may initiate a withdrawal from a course or courses. A withdrawal from a course must take after the official add/drop deadline date and prior to 30 days before the last day of class for full-semester courses. In order for a withdrawal to be in effect, this form must be completed, signed by both students and professor, and returned to the Academic Office. This action shall be recorded as a "W" on a student's academic record. The "W" carries no adverse connotation regarding the quality of a student performance and is not used in calculating the grade point average. The academic record of a student who remains in a course beyond this time and/or has not executed a "Withdrawal From Course Form" must reflect a grading symbol other than "W". Withdrawal from a class may be authorized after the designated time limit only in extenuating circumstances and must be done by petition to the Academic Dean.

_____ is WITHDRAWING from
Student's Name
_____ for _____
Course No. Course Title Semester

Requested by (print name): _____ Date: _____

Professor's Signature Date

Student's Signature Date

RETURN COMPLETED FORM AS SOON AS POSSIBLE TO THE ACADEMIC OFFICE FOR PROCESSING.

Approved:

Academic Dean's Signature Date

copy to: Student []
Professor []