KNOX COLLEGE

OFFICE OF THE REGISTRAR

COURSE WITHDRAWAL FORM

IMPORTANT INFORMATION:

1. Withdrawing means having a grade of W appears on your transcript. A grade of W does not count in grade indices.
2. You may only withdraw from a course before the end of the 8th week of the term. After the 8th week of the term, you must petition the Academic Standing Committee to withdraw from a course.
3. Students bear the responsibility for making satisfactory progress towards graduation in order to be eligible for financial aid.
4. **No course withdrawal will be effective until the Office of the Registrar receives the completed form.**

DIRECTIONS:

1. Refer to the Knox College Catalog for procedures and limitations relating to withdrawing from a course.
2. Complete the form and obtain your advisor's and your instructor's signatures.
3. Return the form to the Office of the Registrar before the end of the 8th week of the term.
4. If you are withdrawing from all your courses, you must see the Associate Dean of the College.

_____ _____ _____

ID Number | Name of student (please print) | Class Year

_____ _____ _____ _____

Course (eg. Econ 101) | Section | Term and Year | Course Instructor

_____ _____

Campus Box Number | E-mail address

Current Academic Status (check one): ❑ Good Standing or Conditional Good Standing
❑ Probation or Warning

Reason for withdrawing _____

Are you withdrawing from all of the courses in which you are currently enrolled? ❑ Yes ❑ No

Are you here at Knox on an F-1 or J-1 Visa? ❑ Yes ❑ No
If "yes" and your new course load will be under 2.5 credits, you must have the signature of the College's DSO officer. Please consult with the Office of International Student Advisement or the Dean of Students office.

DSO Signature _____ Date _____

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Required for all course changes

Instructor Signature _____ Date _____

By signing, I indicate that I have discussed the withdrawal with the student.