



# 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 Affairs 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 or the Dean of Students.

\_\_\_\_\_

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

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.