Course Withdrawal Form

This form is to be used when the student needs to withdraw from one or more courses AFTER the drop/add period has ended. Students withdrawing from a course(s) prior to the date of financial responsibility for the respective semester/term will have the course removed from their record (No Grade). Withdrawals after the date of financial responsibility will receive a grade of “W” for the course(s) and the student is financially responsible. This form is NOT to be used for official withdrawals from Anderson University. Only completed forms (including payment of fee) will be accepted by the University Registrar and will not be accepted after the stated deadline. PLEASE PRINT.

### Step 1: Student & Course Information

<table>
<thead>
<tr>
<th>AU Student ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

Semester/Year (choose one):  
- Fall 20_____  
- Spring 20_____  
- Summer 20_____  

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course No.</th>
<th>Section</th>
<th>Instructor’s Signature</th>
<th>Last Date of Attendance</th>
<th>Registrar’s Use Only Grade (NG or W)</th>
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### Step 2: Additional Information

- Are you a student athlete?  
  - □ Yes  
  - □ No  
  - If yes, Athletic Department must sign below.

- Are you currently receiving VA benefits?  
  - □ Yes  
  - □ No

### Step 3: Approval

By my signature, I recognize my responsibility to read, understand, and abide by the rules and procedures printed in the Anderson University Academic Catalog. I further recognize that I will not be exempted from the requirements of these rules and procedures because of ignorance, negligence, illness, other personal factors, or contradictory advice from any source.

- Student Signature:_________________________ Date:_________________________

- Advisor Signature:_________________________ Date:_________________________

- Athletic Department Signature:_________________________ Date:_________________________

### Step 4: Payment Information

$10 drop fee must be paid online PRIOR to submission of form to University Registrar. Receipt (student printed) should be attached to this form.

### Step 5: Submission of form

Upon completion of information above, student should submit this form to the Office of the University Registrar in basement of Vandiver-Room 007.

### University Registrar use only:

| Date processed: | Processed by: |