

COURSE WITHDRAWAL FORM

Name _____ E-Z Arts I.D. _____

Please Print

Art School _____ Level: HS UG GR

Course Information _____
 Subject *course #* *Section* CRN# (optional)

Are you receiving Veteran's Benefits? ___Yes ___No

Are you an international student? ___Yes ___No

By signing, I acknowledge that this decision has consequences that can affect my academic standing. Some of these are:

- No refund of tuition or other fees apply to individual course withdrawals.
- "W" grades will appear permanently on the transcript.
- "W" grades may prolong the time it takes to obtain a degree.

There may be alternatives that are more to your advantage than withdrawing from a class, as policy dictates that undergraduate students have a 16 credit hour limit on course withdrawals. Before making the final decision to withdraw from a course, it is in your best interest to discuss your academic situation and explore all of your options with your instructor and advisors. If this withdrawal is due to extenuating circumstances, please contact the case manager in Student Affairs. This form cannot be processed if you have reached the 16 credit limit.

Student Signature _____

Date _____

You must obtain the following signatures:

Instructor _____

Date _____

Arts Advisor _____

Date _____

Division of Liberal Arts designee (if applicable) _____ Date _____

If this student is an undergraduate, the advisor or designee signing this form will first pull up the advisee in E-Z arts, click on the withdrawal tab, and check the number of withdrawal credits the student has to date.

Note: this form cannot be processed if the student has reached the 16 credit limit. The student will need to remain in the class unless he or she files a petition with UNCSA Case Manager Laurel Banks.

Submit this completed form to the Office of the Registrar for processing.