



## GRADUATE Course Withdrawal Form

**Withdraw-** The withdrawal period begins after the schedule change period ends and continues until three weeks past mid-term (date is prorated for summer and other nonstandard classes). The course remains on the student's schedule and permanent record, but a grade of W is attached. Students are responsible for prorated fee payments. Once filled out and after all signatures have been obtained, this form should be forwarded to the Office of the Registrar, 150 Student Services Center. For additional information, see PRP 3463.

**Effective date** for withdrawal is the date this form is received in Office of Registrar, 150 Student Services Center, Bloomsburg University, 400 East Second Street, Bloomsburg, PA 17815,

PLEASE PRINT

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Circle Semester:      Spring 20 \_\_\_\_      Summer 20 \_\_\_\_      Fall 20 \_\_\_\_

Course #	Course Title	Instructor's Signature

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Coordinator's Signature

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate Dean's Signature

A limit of two (2) withdrawals during the degree program shall be permitted. Re-registration for withdrawn courses requires the approval of the program coordinator. Students withdrawing from the university may exceed the two-course withdrawal limit. Faculty are encouraged to include the university late withdrawal policy on the syllabus distributed to students at the beginning of the semester.

Note: Requests for refund of fees, if applicable, must be made IN WRITING to the Business Office.