

The student is held responsible for each course in which he or she officially registers. All changes in registration after the first week carry a transcript entry of W, WP, or WF. Complete withdrawal from the university originates in the Office of Student Development.

*****IMPORTANT NOTE: This form will not be processed if shaded areas are not completed.**

⇒ DO YOU PARTICIPATE IN ATHLETIC SPORTS COMPETITIONS? YES NO

THIS SECTION TO BE COMPLETED BY STUDENT

Name _____ Term _____

CRN _____ Course Prefix/Title _____ Hours _____ Student ID# _____
Do you receive VA Benefits? Y N

Must be signed and dated.

Student Signature X _____ Date: _____

I have read all information listed on this form regarding withdrawal. Initials _____ Remaining hours _____

THIS SECTION TO BE COMPLETED BY INSTRUCTOR AND ADVISOR

Chose one - W _____ WP _____ WF _____ Last date of attendance _____
Professor must sign for grades of WP or WF.

Prof. Signature X _____ Date _____

Advisor Signature X _____

Total hours after change _____ "Withdrawal Form" Received by _____ on ____/____/____

⇒ Are you a graduation Candidate? YES NO

IMPORTANT: Read Important information on both sides of this form, and initial above.

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⇒ Are you a graduation candidate? YES NO

IMPORTANT: Read Important information on both sides of this form, and initial above.

IMPORTANT INFORMATION: Courses dropped during the second and third weeks of the term appear on the student's transcript with a grade of withdrawn. Students dropping a course after the third week and up to one week after midterm receive either a grade of withdrawn passing or withdrawn failing. This is determined by the professor. When a course is dropped later than one week after midterm, the grade is automatically WF. (See "Dates to Remember" listed in the "Class Schedule" of effected term, hard copy or on the Taylor Fort Wayne WEB Site.)

ARE YOU REGISTERED FOR MORE THAN 17 HOURS?

DROP OF OVERLOAD/AUDIT HOURS

Students registered for 18 hours or more will not have the amount of their fees reduced if they withdraw from courses (including private lessons and ensembles). It is important that you adhere to the registration deadlines outlined in the class schedule. This includes grades of "W", "WP" and "WF".

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