

UNIVERSITY

WITHDRAWAL PROCEDURES

applies to 8th week - last day of formal classes

(Withdrawal within this period must be for emergency reasons)

1. ACADEMIC RECORDS

Students petitioning to withdraw from a class or classes need to get the withdrawal petition form from Academic Records



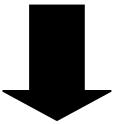
2. COURSE INSTRUCTOR

Students need to have the course instructor sign their petition and comment on class attendance and performance.



3. Student Advisor or Major Department Head or Designee

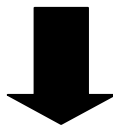
Students need to have their advisor's or their Major Department Head or designee's signature with comments on overall performance.



4. Course Associate Dean of School or Designee



Counseling Services are **REFERRALS ONLY!** Students who are referred for "*emergency reasons*" assessment need to make a one (1) hour appointment.



Course Associate Dean of School or Designee **MAY** refer to Counseling Services if he/she needs verification of "*emergency reasons*".

5. ACADEMIC RECORDS

Course Associate Dean of School or Designee sends petition to Academic Records for posting.

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