

ENDICOTT COLLEGE

Undergraduate Day School

Course Withdrawal Form

When to use this form: Withdrawals from courses may occur after the end of the Add/Drop Period and extends through the tenth week of the semester. See the 'Last Date to Withdraw' on the College Calendar. Course withdrawals remain on the transcript.

SEMESTER/YEAR: _____

NAME: _____ STUDENT ID#: _____

CLASS YEAR: ___FR ___SO ___JR ___SR MAJOR: _____

ADVISOR: _____

PROCEDURE:

1. All students **must** obtain **advisor** and **faculty member** signatures to withdraw from a course.
2. A grade of W (non-punitive grades) must be assigned.
3. Attention all students with an **F1 Visa** – Signature of Dean of School of International Education is required.
4. Bring the completed form to the **Registrar's Office** in College Hall for processing.

COURSE #/SECTION/TITLE	FACULTY SIGNATURE	GRADE (WP or WF)	DATE
1. _____			
2. _____			
3. _____			

SIGNATURES:

Student's Printed Name	Student's Signature	Date
Advisor's Printed Name	Advisor's Signature	Date
Dean of Student's Major Printed Name	Signature	Date
Dean of the School of International Education -- Required For F1 Visa Students		Date