



# Claflin University

## Office of Records and Registration

### Student Withdrawal from Course Form

Withdrawal Notification Date: \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_ Student Signature \_\_\_\_\_

The student named above is withdrawing from the course(s) listed below.

If withdrawal notification date is before punitive date as published by the Office of Records, a grade of **“W”** should be issued.

If withdrawal notification date is after punitive date as published by the Office of Records, indicate whether the student was passing (**“WP”**) or failing (**“WF”**) at the time of withdrawal.

*This form must be initiated and signed by the student, forwarded to the academic advisor for signature and approval; completed and signed by the instructor of the course(s) from which the student is to be withdrawn, and returned to the Registrar’s Office by the course instructor within 3 business days of the withdrawal notification date. The course instructor should retain a copy of this form for his/her records. (Note: This form is not to be returned to student once a grade has been assigned).*

COURSE/SEC	COURSE TITLE	CR HOURS	INSTRUCTOR NAME	LAST DATE OF ATTENDANCE	INSTRUCTOR SIGNATURE	GRADE (W/WP/WF)

**ADMINISTRATIVE SIGNATURE BELOW THIS LINE ONLY**

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Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received in Registrar’s Office on: \_\_\_\_\_ by: \_\_\_\_\_