

# QUINNIPIAC UNIVERSITY

## INDIVIDUAL COURSE WITHDRAWAL FORM

**Please read the following steps on how to complete a proper course withdrawal:**

1. Complete the top section with detailed information.
2. Meet with instructor of the course and obtain signature.
3. Meet with student advisor and obtain signature.
4. Return completed form to the Registrar's Office located in the Library in Room ABL101S.

### STUDENT INFORMATION:

Student Name:	<input type="text"/>	Student ID #:	<input type="text"/>
Student e-mail:	<input type="text"/>	Student Phone #:	<input type="text"/>
Course subject code (i.e., EN for English):	<input type="text"/>	Course section:	<input type="text"/>
Course title:	<input type="text"/>		
Reason for course withdrawal:	<input type="text"/>		
Student Signature:	<input type="text"/>	Date:	<input type="text"/>

### INSTRUCTOR NOTIFICATION:

Instructor Name:	<input type="text"/>	Course:	<input type="text"/>
Instructor Signature:	<input type="text"/>	Date:	<input type="text"/>

### ADVISOR NOTIFICATION:

Advisor Name:	<input type="text"/>		
Advisor Signature:	<input type="text"/>	Date:	<input type="text"/>

Note: Completion of this form hereby indicates that the student accepts that there is no refund of tuition for withdrawal from this course. Additionally, this withdrawal may impact satisfactory academic progress used to calculate Financial Aid eligibility, NCAA eligibility, or on-campus housing status.

For Registrar Use Only:

Date Rec'd:	Rec'd by:	Process date:
<input type="text"/>	<input type="text"/>	<input type="text"/>