

COURSE WITHDRAWAL FORM

This form is for withdrawal from a course **after the add/drop deadline**. It must be received by the Graduate School within **four weeks after add/drop**. A 'W' will be recorded for this course on the student's transcript. Please see the current SGS Academic Catalog for additional procedures.

Student's Name: _____ ID Number: _____

Course Prefix, Number, & Title: _____

Start & End Dates: _____

REFUND POLICY:

Students who officially drop or withdrawal from a class are eligible for refunds of tuition according to the schedule below. Fees and other charges are non-refundable after the first day of class.

Prior to 1 st day of session	100 %
Within 1 st calendar week	80%
Within 2 nd calendar week	60%
Within 3 rd calendar week	40%
Weeks thereafter	0%

I understand that the refund policy applies to the course withdrawal. I understand I am responsible for applicable fees and balances due as a result of this withdrawal.

Student Signature

Date

Advisor Signature

Date

Department Chair/Coordinator Signature

Date

Dean Signature

Date

Graduate School Representative Signature

Date

Return to: Graduate School, St. Joseph Hall, 3rd Floor, Room 378 or Scan and E-Mail to gradschool@chc.edu
Copies to: Student File, Instructor *Please do not return the form until all required signatures (with the exception of the signature of the Dean) are obtained. Any incomplete forms will be returned to the student. A Graduate representative will get the completed form to the Dean for review and signature.*
Copies to: Student, Student File, Faculty Advisor, Department Chair/Coordinator