Withdrawal from a Course

Please note: signatures and dates must be handwritten

The following students must have ALL sections completed:

- Undergraduate Day Students: please drop form in advising center (CAS Barbelin 117 or HSB Mandeville 150)
- Professional and Liberal Studies: please drop form in Professional & Liberal Studies office (Merion Hall 227)
- Haub Degree Completion: please drop form in Haub Degree Completion office (Mandeville 280) or fax to 610-660-1599 or email to haubadult@sju.edu

The following students only need to complete Sections 1 and 2:
- Graduate Students: please email form to hawkcentral@sju.edu or drop in Hawk Central (Barbelin 121)

1. Name: ___________________________ Student ID: ________________________________
   Major: ______________________________ Term/Academic Semester: ______________________________
   Class Level: _____ Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate _____ Certificate

2. I have read the policies concerning withdrawal from courses stated in the SJU academic catalog and understand that:
   a. In no case will withdrawal be permitted after the last day of the semester
   b. HSB, PLS, and Graduate Students: refund will be given according to the dates listed on the academic withdrawal/tuition refund schedule on the SRFS Website

   *Please contact Hawk Central to determine if this withdrawal will change your financial aid*

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Subject</th>
<th>Course #</th>
<th>Section #</th>
<th>Credits</th>
<th>Instructor</th>
</tr>
</thead>
</table>

   Reason for withdrawing: ____________________________________________

   Student Signature: __________________________ Date: __________

3. ADVISOR: The Advisor’s signature is required until the withdrawal deadline.
   (HSB undergraduate day students may substitute a signature from the HSB Advising Center for their advisor’s signature).

   Request has been discussed with the student and is approved _______ not approved _______

   Signature: __________________________ Date: __________

   Received By: __________________________ Date: __________

   Comments: __________________________________________________________________________________

SJU Catalog – Withdrawal from Courses

Please refer to the SJU Academic Catalog for the specific withdrawal policy for Doctoral Students, Graduate Students, Professional & Liberal Studies Students, Haub Degree Completion Students, and Undergraduate Day Students.

Academic Honesty Policy, Section 4b

After a review of the evidence, if a student is found guilty of an infraction, depending on its severity, the faculty member must either record a grade of zero or failure for the examination or assignment, or record a grade of failure for the course. In cases of failure for the course, withdrawal from the course is not permitted; in cases of failure or the grade of zero for an assignment or examination, withdrawal from the course must have the written approval of the responsible faculty member.