

Withdrawal from a Course

Undergraduate students must complete ALL sections:

- Undergraduate Day Students **please drop form in advising center (CAS Barbelin 117 or HSB Mandeville 150)**
- Professional and Liberal Studies **please drop form in Barbelin 117 or email to plsadvising@sju.edu**
- Haub Degree Completion **please drop form in Mandeville 150 or email to hsbadvisingcenter@sju.edu**

Graduate Students only complete Sections 1 and 2

- Graduate Students submit a ticket directly to the Registrar's Office. See their website at www.sju.edu/registrar for a link to the Service Catalog.

SECTION 1

Name _____ Student ID _____

Major _____ Term/Academic Semester _____

Class Level: Freshman Sophomore Junior Senior Graduate Certificate

SECTION 2

I have read the policies concerning withdrawal from courses state in the SJU academic catalog and understand that:

- *In no case will withdrawal be permitted after the last day of the semester*
- *HDC, PLS, and Graduate Students: Refunds will be given according to the dates listed on the academic withdrawal/tuition refund schedule on the Registrar's Website (www.sju.edu/registrar)*

CRN #	Subject	Course #	Section #	Credits	Instructor
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Reason for Withdrawing: _____

Student Signature: _____ **DATE:** _____

SECTION 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.