

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

CRN#	Subject	Course #	Section #	Credits	Instructor
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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.