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 (Barbelin 117)
- 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>
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</thead>
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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.