



Semester: \_\_\_\_\_

### Withdrawal Form

\*Please print clearly

Student's Name \_\_\_\_\_ CWID \_\_\_\_\_  
Last First

Address \_\_\_\_\_ Date \_\_\_\_\_  
Street City State Zip

Home phone \_\_\_\_\_ E-mail \_\_\_\_\_  
(area code) number

Reason for withdrawal (**Required**):

Last date of Class Attendance: \_\_\_\_\_

**(REQUIRED FOR PROCESSING)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I will return in a future semester.

\_\_\_\_\_ I will NOT be returning.

\*Please use back if extra space needed

#### Class Schedule

Course No. Section	Course No. Section	Course No. Section
Ex. ENG 100.001		

**Withdrawals will be reflected with the date it was received in the Registrar's Office, but please allow 24-48 hrs for processing. Withdrawals can be confirmed through your MyLeo under "Registration History".**

*This is a withdrawal from the semester, not the university. This action must be taken by the date stated in the Academic Calendar as the last day to withdraw. It is the student's responsibility to withdraw from classes if they do not plan to attend during the semester in which they have enrolled. When a withdrawal is processed, you will have no remaining courses and no credit hours for the current term. Courses withdrawn will count toward attempted hours and toward the 3-peat, 45/30-hour rules. Withdrawals do not count toward the 6 drop rule. (These rules **only** apply toward undergraduate students.) Students who have completed a course within a regular term (subterm courses) and have previously received a grade are not eligible to withdraw. The remaining courses will be processed as drops.*

Student Signature Required \_\_\_\_\_

\*Students receiving **any** of these services must have approval and obtain applicable signatures to withdraw. A withdrawal may affect your financial aid. It is your responsibility to contact the appropriate offices below.

Financial Aid (Fax: 903-886-5098) \_\_\_\_\_

Housing (Fax: 903-886-5794) \_\_\_\_\_

Bursar's Office (Fax: 903-886-6048) \_\_\_\_\_

UC College (Fax:903-468-6077)  
(required for Freshmen) \_\_\_\_\_

International Students Office(Fax 903-438-3200)  
(required for International Students Only) \_\_\_\_\_

Athetics Office-Judy Sackfield (Fax 903-438-3033)  
(required for Student Athletes only) \_\_\_\_\_

Registrar's Office Use Only	
Date Received	_____
Date Finalized	_____
WD Percentage	_____