

# DELTA STATE UNIVERSITY COURSE WITHDRAWAL FORM

Name \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 Advisor \_\_\_\_\_

DSU ID 900 ### ##

Students are responsible for the cost (tuition/fees) of all courses dropped when grades of W are in effect. This effective date is published on the academic calendar for each semester.

**COURSE WITHDRAWAL**  
 AFTER GRADES OF  
 W IN EFFECT

CRN	DEPT	COURSE#	SEC	HRS	TIME	DAY	INSTRUCTOR

Instructor's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Last Date of Class Attendance (F2F) or Active Participation (online): \_\_\_\_\_

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 AFTER GRADES OF  
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CRN	DEPT	COURSE#	SEC	HRS	TIME	DAY	INSTRUCTOR

Instructor's signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Last Date of Class Attendance (F2F) or Active Participation (online): \_\_\_\_\_

Signatures in Order:

1. Advisor/Chair \_\_\_\_\_
2. Dean \_\_\_\_\_
3. Registrar \_\_\_\_\_

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Chair signature accepted only if advisor is not available.

\*\* Students must submit this document with all required signatures to the Registrar's office within 5 business days of the earliest date signed by an instructor.

\*\*\* Forms submitted to the Registrar's Office after the last date to withdraw from a course as published on the academic calendar will not be processed unless the instructor signed by the deadline and unless the fully executed form is received within 5 business days of the deadline.

\*\*\*\* A student may petition the Academic Dean for late withdrawal from a course. Late withdrawals must be approved by the Dean and the Provost. Students must provide a written statement identifying the circumstances beyond their control that prevented them from withdrawing in a timely manner or completing the course and provide supporting documentation of the same.