

DELTA STATE UNIVERSITY COURSE WITHDRAWAL FORM - REMOTE PROCESSING

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 full-term classes and the Important Deadlines webpage for partial term classes.

| COURSE WITHDRAWAL <i>AFTER GRADES OF W IN EFFECT</i> | CRN | DEPT | COURSE# | SEC | HRS | TIME | DAY | INSTRUCTOR |
|---|-----|------|---------|-----|-----|------|-----|------------|
| | | | | | | | | |

Instructor's acknowledgment: _____ Date: _____

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

| COURSE WITHDRAWAL <i>AFTER GRADES OF W IN EFFECT</i> | CRN | DEPT | COURSE# | SEC | HRS | TIME | DAY | INSTRUCTOR |
|---|-----|------|---------|-----|-----|------|-----|------------|
| | | | | | | | | |

Instructor's acknowledgment: _____ Date: _____

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

| |
|--|
| Registrar's Staff electronic signature acknowledging notice to Advisor and Dean and processing of course withdrawal. Signature: _____ Date Received: _____ Date Processed: _____ |
|--|

In order to streamline the course withdrawal process during the COVID-19 pandemic, Dean's and Advisor's acknowledgment signatures are not required.

- INSTRUCTIONS:**
1. The Student will contact their advisor before sending form to discuss the impact on withdrawing from the course(s) on progress towards degree. If the student is unable to reach their advisor, they will contact their chair for this discussion.
 2. If the Student has financial aid, the Student will contact the Financial Aid Office as withdrawing from a course could impact their financial aid.
 3. The Student will send their filled out form, using their DSU email, to their Instructor, Advisor, Dean, finaid@deltastate.edu, and registrar@deltastate.edu. **In sending the form, the student is acknowledging withdrawing from course(s) may result in a delay of graduation and could impact their financial aid.**
 4. The Instructor will send the last date of attendance to the Registrar's Office within 3 business days.

Additional Notes:

- * Chair consultation needed only if advisor is not available.
- ** The Student must submit this document to the Registrar's Office by the last day to withdraw as posted on the Academic Calendar for the full-term courses and on Important Deadlines for the partial term courses.
- *** Forms submitted to the Registrar's Office after the deadline will not be processed without Dean and Provost approval.
- **** The Student may petition their Dean for late withdrawal from a course by sending their Dean an email, ccing registrar@deltastate.edu, containing a personal statement explaining the circumstances beyond their control that prevented them from completing the course and/or withdrawing in a timely manner, and attaching supporting documentation.