TO: Graduate (PhD and MSTP) Students
FROM: Registrar
SUBJECT: PROCEDURE FOR COURSE WITHDRAWAL

A request for withdrawal from a course must be made prior to mid-semester and requires the approval in writing of the Course Leader, Thesis Advisor, and Program Director. Each semester, the withdrawal date will be published in the Academic Calendar. Students who withdraw prior to mid-semester will be given the grade of Withdrew (W). For courses of less than a full semester’s duration, the withdrawal deadline will be when half of the scheduled lectures have been presented.

Student’s Name (Please Print) Date

Program Name (MSTP, PhD) Withdrawing from Course (Course Name)

Student’s Name (Signature and Date) Course Leader (Signature and Date)

Mentor (Signature and Date) Program Director (Signature and Date)

Under usual circumstances, students may withdraw from a course following mid-semester only at the additional discretion of the Asst. Dean for Graduate Studies.

Asst. Dean for Graduate Studies (Signature and Date)

For Graduate Office Use Only: Date received ______________________