



**Course Withdrawal**

**Graduate Students**

**Student:** Fill in and complete your portion (top section/before box) of this form before giving it to your instructor for processing. (Students who abandon courses without having processed a course withdrawal, will receive an Administrative Withdrawal or 'AW', which will count as an 'F' in your grade point average.)

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last, First, Middle Initial

I wish to withdraw from the following course (e.g. MBA 701):

Course Title: \_\_\_\_\_

**I understand that I will receive a grade of 'W' in this course.** I also understand that my financial aid, VA benefits or other factors may be impacted by this withdrawal, depending upon the last date of my attendance in this particular course.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Current semester hours (before course withdrawal):* \_\_\_\_\_ *Semester hours after withdrawal:* \_\_\_\_\_

**INSTRUCTOR:** Please complete and email this form to the Registrar's Office at registrar@pfeiffer.edu or Robin Listerman at robin.listerman@pfeiffer.edu, **no later than 48 hours after receiving this request from the student. Please do not give back to the student.**

Instructor's name (print): \_\_\_\_\_

The above student's **last date of attendance** to my course was: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month / day / year

Dear Registrar, please assign a final grade of 'W' in the above listed course, per this student's request.

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

**Do not give this form back to the student! Instructor must return this form to the please send the form to Robin Listerman (Registrar's office). Scan to email at: robin.listerman@pfeiffer.edu**