Pfeiffer UNIVERSITY

Course Withdrawal

Misenheimer Undergraduates

Student: Fill in and complete your portion (top section/before box) of this form before giving it to your instructor for processing. ***If you are a student athlete***, the Athletic Director or representative must also sign below.

Student ID: ___ ___ ___ ___ ___ ___ ___

Student Name: _____
Last, First, Middle Initial

I wish to withdraw from the following course (e.g. MATH 201): _____

Course Title: _____

I understand that I will receive a grade of W. I also understand that my financial aid may be impacted by this withdrawal depending on the day that I last attended this course.

Student : _____ Date: _____

Academic Advisor: _____ Date: _____

NCAA Compliance Officer: _____ Date: _____

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

INSTRUCTOR: Please complete the information below and scan back within *48 hours after receiving this request*. *Scan document to:registrar@pfeiffer.edu*

Instructor's name (please print): _____

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

The following grade is to be the final grade for the above mentioned student (**circle one only**):
☐ **WP** ☐ **WF** **W** (☐ **student qualifies for "W" grade-*1st Semester Freshman*)**

Instructor's : _____ Date: __ __ / __ __ / __ __ __ __

Do not give this form back to the student. Instructor must return this form to the Registrar.