

Undergraduate Evening Studies
Furman University, Greenville, SC 29613 (864) 294-2154

COURSE WITHDRAWAL FORM

A student may drop a course with a grade of **W** prior to the eighth class meeting. Those who drop a course after the eighth class session will receive the grade assigned below by the professor. A withdrawal form is not complete until all signatures have been obtained (students withdrawing prior to the eighth class session do not need the instructor's signature). If the student cannot conveniently obtain the required signatures, the Office of Undergraduate Evening Studies will obtain them. The student copy of the withdrawal form will be mailed after all signatures are in place. Students withdrawing from a course prior to the second class session and replacing that course with another course should use the *Change in Schedule* form rather than this form. A refund will be issued according to the following schedule:

| | |
|---|-----------|
| Prior to the second scheduled class session | 90% |
| Prior to the third scheduled class session | 75% |
| Prior to the fourth scheduled class session | 50% |
| Prior to the fifth scheduled class session | 25% |
| After the fifth scheduled class session | No refund |

Refunds will be based on the date this form is received by the office of Undergraduate Evening Studies.

If you are receiving federal or state aid and are dropping a course or completely withdrawing from school, your change of schedule may affect your financial aid for the current semester and your eligibility for financial aid in the future. Please refer to the Satisfactory Academic Progress statement in the UES catalog and contact the Financial Aid Office for further information.

DIRECTIONS: Print, press firmly with a ball point pen, and complete all blanks. List the department, course number, and course title exactly as they are listed on the class schedule.

NAME _____
first M.I. last Social Security Number

PHONE NUMBERS: _____
Work Home

| | | | | |
|---------------|----------------------------|--------------|-------------|------------------|
| <u>Change</u> | <u>Course/Dept. Number</u> | <u>Title</u> | <u>A/U*</u> | <u>Sem. Hrs.</u> |
|---------------|----------------------------|--------------|-------------|------------------|

DROP COURSE: _____

DROP COURSE: _____
* A=Audit U=Undergraduate credit

Reason for withdrawal: _____

Student Signature Date

Director of Continuing Education Date

Instructor Date

To be completed by instructor if withdrawal occurs after the eighth class meeting:

(Circle one) Grade: W F Instructor's Initials: _____

Comments: _____

Distribution: Continuing Education, student, instructor, Financial Aid Rec'd by: _____
Date _____