

NEWBURY COLLEGE STUDENT INITIATED COURSE WITHDRAWAL FORM

*Use this form if you wish to withdraw from a course **after** the ADD/DROP period has ended.*

Please complete in the following sequence:

1. Complete the form.
2. Meet with the instructor for each course you are withdrawing from to discuss your decision. Have the instructor initial beside the course below.
3. If you are receiving financial aid or have filed for a student loan, it is recommended that you speak with the financial aid office to determine how this withdrawal may affect you.
4. Have a representative from the Academic Affairs office sign the form (eg, VP of Academic Affairs, the Associate Dean of Academic Affairs, the Assist VP of Adult and Professional Studies)
5. Return the completed form to the registrar's office.

You may withdraw from a full-semester course through the 11th week of classes without the withdrawal grade(W) affecting your grade point average (gpa).

I wish to withdraw from the following course(s):

Course Title	Number	Section	Instructor's Initials

Student's Signature

ID Number

Student's name/please print _____

Reason _____

Academic Affairs' Signature _____

For Office Use Only

Processed by: _____

Date: _____