SIMMONS COLLEGE OF KENTUCKY

Course Withdrawal Form

This form is to be completed by students who wish to withdraw from a course(s) **AFTER** the designated drop/add period within a given semester. Withdrawal from a course(s) must occur during the withdrawal period specified on the Academic Calendar. The completed form, including required signatures, must be submitted to the Office of the Registrar. This form is NOT to be used to officially withdraw from Simmons College of Kentucky.

Part I. Student Information

Last Name _____ First Name _____ Middle Initial _____ Student ID# _____

Semester & Year _____ Major/Department _____

Part II. Course Information

Course instructors must sign, provide last date of attendance, and the student's grade at the time of withdrawal from the class. *WP-Withdraw Passing* *WF-Withdraw Failing*

Course Prefix	Course No.	Section	Instructor Signature	Last Date of Attendance	Grade WP or WF	Credit Hours

Part III. Acknowledgements and Signatures

By my signature, I acknowledge that it is my responsibility to read, understand, and abide by the policies as stated in the Simmons College of Kentucky College Catalog.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Part IV. For Registrar's Office Use Only

Processed by:	Date Processed:	Remaining Hours:

Please bring this completed document to the Office of the Registrar located in Parrish Hall, Room #103.

Updated 9/22