

SALEM COLLEGE

Course Withdrawal Form

This form is to be used when the student needs to withdraw from one or more courses AFTER the drop/add period has ended. Course withdrawals after the drop/add period will receive a grade of "W". Students must acquire all necessary signatures prior to submission to the Office of the Registrar. **Please read page 2 of this form for instructions on how to complete the form and for the possible implications of withdrawing from a course.**

PLEASE PRINT CLEARLY

Step 1: Student & Course Information

Salem Student ID	Last Name	First Name	Today's Date

Semester/Year (choose one): Fall 20 _____ Spring 20 _____ Summer 20 _____

Course Prefix	Course No.	Course Section	Instructor's Name	Last Date of Attendance

Number of credit hours you will have on your schedule after withdrawing from this course(s):

Step 2: Additional Information

Are you an international student? ☐ Yes ☐ No Are you a VA student? ☐ Yes ☐ No

Step 3: Approval – all signatures required, unless otherwise indicated

By my signature, I recognize my responsibility to read, understand, and abide by the rules and procedures printed in the Salem College Academic Catalog. I further recognize that I will not be exempted from the requirements of these rules and procedures because of ignorance, neglect, illness, other personal factors, or contradictory advice from any source.

Student: _____ Date: _____

Advisor: _____ Date: _____

Financial Aid: _____ Date: _____

Business Office:
(if dropping below 12 credit hours) _____ Date: _____

Athletic Director:
(if dropping below 12 credit hours) _____ Date: _____

Residence Life Director:
(if resident student is dropping below 12 credit hours) _____ Date: _____

*Students must maintain full-time status in order to live in the Residence Halls.

Step 4: Submission of form

Upon completion of information above, student should submit this form to the Office of the Registrar on the first floor of Main Hall.

Registrar use only:

Date processed:	Processed by:
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Instructions for Withdrawal from Individual Courses

1. Complete and sign the Course Withdrawal form.
2. Include the name of each instructor.
3. If you are a student-athlete, obtain the signature of the Athletic Director.
4. Obtain signatures from your academic advisor and Financial Aid.
5. If withdrawal will result in enrollment below 12 semester hours, obtain the signature of Residence Life AND the Business Office.
6. Please indicate with a Yes or No if you receiving VA benefits or if you are an international student.
7. Return the completed form to the Registrar's Office for processing.
8. As a courtesy, please notify your instructor by sending them an email.

Possible Implications of Withdrawal

- Students may withdraw from courses with a grade of "W" after the first week and through the ninth week of a term. The actual date of withdrawal is determined by the last verified date of attendance.
- The course will remain on the course roster and your transcript with a grade of "W" and carries no GPA credit.
- Students are still responsible for the cost of the course.
- If you receive financial aid, you must check with the Financial Aid Departments to see how withdrawing might affect SAP (Satisfactory Academic Progress) and /or any scholarships.
- Full-time enrollment is 12 semester hours for undergraduates. If you are a residential student and withdraw below full-time, you may not remain in the residence halls unless you receive special permission.
- If you are a Salem College athlete, you must stay enrolled in at least 12 semester hours to maintain eligibility.
- Once your withdrawal form is signed and sent to the Registrar's Office your decision is final and may not be reversed.