



Course Withdrawal Request for Graduate Students

Central Connecticut State University, 1615 Stanley Street, New Britain CT 06050-4010



Student Name And Address	_____	_____	_____
	First	M.I.	Last
	Home or Apt. No. and Street		
	_____	_____	_____
	City	State	Zip

Semester: _____ Year: _____

Social Security No.: _____

Telephone Nos.: (H) _____

(W) _____

Student Signature _____

Number of credits you will carry if course withdrawal is approved _____

Major _____ Program: Doctorate Sixth Year Master's Teacher Certification Post-Master's JOCP

To the Student: Dropping courses without notation on the academic record is allowed up to the last day of the third week of classes during a regular semester. During this period, a full-time graduate student who drops below the nine (9) credit minimum must change to part-time status.

From the beginning of the fourth week of classes until the end of the eighth week of classes (or mid-term), full-time or part-time graduate students can withdraw from any course using this Withdrawal Request Form. A "W" will be entered for the course(s) on a student's transcript. During this period, approvals for course withdrawal are not required, but it is strongly recommended that students consult with their academic advisor prior to making a decision. Full-time graduate students should be aware that failure to carry a minimum of nine (9) semester hours may affect Satisfactory Academic Progress (SAP) and receipt of certain federal, state, and other benefits including but not limited to various financial aid programs, Veterans' benefits, and Social Security benefits. Students dropping below nine (9) semester hours are ineligible for participation in intercollegiate athletics.

After the eighth week of classes ends, students may also apply for course withdrawal using this form. At that point, signatures indicating the recommendation of the instructor, the approval of the department chair and dean of the academic school offering the course, as well as the graduate dean are required. To request withdrawal, complete this form and bring it to your instructor. Next, obtain the signatures of the Department Chair, the Chair's Academic Dean, if applicable, and the Dean of Graduate Studies. Withdrawal from a course may be approved if extenuating circumstances are found to exist and a "W" will be recorded on the student's transcript. Poor academic performance is not an extenuating circumstance. Non-attendance and failure to withdraw officially may result in a grade of "F." **This form is a request to withdraw from a course and may not be approved. You should continue attending class until your request is confirmed by the Dean of Graduate Studies.**

In all cases of withdrawal, a "W" does not affect the student's grade point average. Course withdrawal requests are processed by the Registrar until one week prior to the conclusion of an academic semester.

I request permission to withdraw without academic penalty from:

5-Digit Code Number	Course No. (i.e., ED 511)	Section No. (i.e., 70)	Title (i.e., Evaluation)	Credits (3,6)	Instructor's Name

Reason for Withdrawal _____ Date _____

Instructor: _____

Remarks: _____

"W" is recommended not recommended Signature _____ Date _____

Department Chair: _____

Remarks: _____

"W" is approved not approved Signature _____ Date _____

Dean, School of Education and Professional Studies:* _____

Remarks: _____

"W" is approved not approved Signature _____ Date _____

**Required if you are enrolled in a graduate certification OR degree program leading to a teacher or school professional endorsement*

Dean, Graduate Studies: _____

Remarks: _____

"W" is approved not approved Signature _____ Date _____

Date of Registrar's Receipt _____ Student Notified

White - Registrar; Yellow - Graduate School; Pink - Student