

**Course Withdrawal Form (Used for dropping/withdraw from a course)**

- This form is used to withdraw from an individual course(s).
- If this is the student's only course for the semester, then the University Term Withdrawal Form should be used instead.
- A separate form must be used for each term and for each career (undergraduate, graduate, etc) in which you are requesting course withdrawal.
- Before students withdraw, they should consider any possible impact on status, eligibility, and services, and should contact applicable offices such as Cashiers, Student Financial Aid, Veterans Center, Residential Life, Athletics, International Center, and personal insurance carriers.
- Students should check with their academic area for withdrawal approval and to see if additional forms are required.
- Faculty will assign a grade of W or F based upon performance at the time the student withdraws from the course. Before withdrawing from a course, it is recommended that students verify with their instructor which grade will be assigned.

**(Step 1)** Students complete their section including entering your name/number in the right hand margin.

**(Step 2)** Students contact their academic area for appropriate signatures.

**(Step 3)** The completed form is submitted to the Office of the University Registrar (OUR).

The form must include all signatures to be accepted by the OUR. The withdrawal process is not considered complete until the OUR accepts the form. Students enrolled on campus need to submit their forms in person. Off campus students also have the option to submit the signed form by fax, or scan and email it.

**Student (print clearly)**

Name (Last, First) \_\_\_\_\_ Student number \_\_\_\_\_

Career (select one): Undergraduate Graduate Law Medicine Veterinary Medicine

Term (indicate year next to applicable term): Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_

**Class information:**

Session <sup>1</sup>	Course Name	Subject Area	Catalog Number	Class Number	Units <sup>2</sup>	Attend <sup>3</sup>
Ex. 16 wk	College Algebra	MATH	1100	14078	3	<input checked="" type="checkbox"/> Y N <input type="checkbox"/>
						Y N
						Y N
						Y N

1 – Indicate the session of the class: 16 week, 1<sup>st</sup> 8 week, Intersession, PT/Part of Term, MO/Mizzou Online, etc.

2 – Indicate the number of units or credit hours for this class.

3 – Indicate whether you attended at least one class or completed at least one lesson.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

If you are a ..... Submit your completed form to .....  
 degree seeking Undergraduate student ..... your Academic Advising Unit (see [advising.missouri.edu](http://advising.missouri.edu) for details)  
 non-degree Undergraduate student ..... the Office of the University Registrar (OUR)  
 degree seeking Graduate student ..... your academic program advisor, then Graduate Studies Dean's Office  
 non-degree Graduate student (post bac) ..... the Graduate Studies Dean's Office  
 Professional student ..... your Dean's Office

**Academic Area**

The academic area must complete this section. The form must be submitted to Office of the University Registrar (OUR) within 24 hours of the approval, or 5:00 pm on the last day to withdraw from a course per Faculty Council policy, whichever comes first.

Date student initiated course withdrawal process (Effective withdrawal date): \_\_\_\_\_

Approving individual: Name \_\_\_\_\_ Signature \_\_\_\_\_

Dean's signature stamp \_\_\_\_\_ Approval Date \_\_\_\_\_

**Office of the University Registrar**

Steps: (1)\_\_\_\_ (2)\_\_\_\_ (3)\_\_\_\_

Date processed \_\_\_\_\_

Initials \_\_\_\_\_

(3/14/14)

Student Name (Last, First) \_\_\_\_\_

Student # \_\_\_\_\_



# University of Missouri

## Course Withdrawal Grade Verification

Complete this recommended checklist to begin the withdraw process from a course after five weeks into a Fall or Spring Semester (or comparable time period).

### Student Area

- Have you discussed the implications of your decision to drop this course with the **course instructor and/or your advisor**?
- How will this affect your **financial aid** next semester or next year? (Financial aid: 882-7506)
- Will this affect your **athletic eligibility**? (Athletics: 884-0319)
- Will this affect your **international student status**? (International Center: 882-6007)
- Do you need to maintain full-time status to keep your **health insurance or car insurance**? Check with your insurance company.
- How will dropping this course affect your **graduation plan or eligibility to graduate**? Will this course be offered next semester or will you have to wait a whole year to enroll in it again? Check with your advisor.

#### 1. Complete Information below (print clearly):

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Subject & Catalog Number: \_\_\_\_\_ Class Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Semester: \_\_\_\_\_ Date: \_\_\_\_\_

2. See your course instructor for verification of the grade you will receive if opting to withdraw from the course.
3. Take this form or printed email to your Academic Unit or Dean's Office. This form does not officially withdraw you from your course. To officially withdraw you must complete the Course Withdrawal Form (<http://registrar.missouri.edu/forms/course-withdrawal-form.pdf>).
4. Take the approved Course Withdrawal Form to 125 Jesse Hall within 24 Hours of the approval to complete the course withdrawal process.
5. Keep this form in your personal records to verify that the correct grade is listed in myZou and on your transcript.

### Faculty/Instructor Area

I agree to give the above student, who is withdrawing from my class after the 26<sup>th</sup> day or 5<sup>th</sup> week of the semester the grade indicated below (classes meeting less than the standard 16-weeks will be pro-rated for an equivalent period).

Please initial or check the appropriate grade below:

\_\_\_\_\_ "W" grade (Note: a "W" is not calculated into the GPA)

\_\_\_\_\_ "F" grade (Note: an "F" is calculated into the GPA)

Instructor's Signature: \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ Date: \_\_\_\_\_