



Trinity

Enrollment Services
125 Michigan Avenue NE
Washington DC 20017
 202.884.9530 fax: 202.884.9524

Request for Course Withdrawal

Student Name: (F)_____ (MI)_____ (L)_____

PC ID # or SSN: _____ School: CAS SPS EDU

Term: _____ Year: _____

Course ID	Section	Session	Course Title	Last Date Attended

You must submit a separate form for each course you wish to withdraw from.

Student Signature: _____ Date: ___/___/_____

Advisor Signature: _____ Date: ___/___/_____

Please note the following policies regarding withdrawing from a course:

Once the Course Schedule Adjustment period has passed, a course may not be removed from a student's academic record for any reason, but students may still withdraw from a course at any time up to the deadline for withdrawal from all classes; exact dates are listed in the Academic Calendar. This policy is not applicable to Winter and May terms or other intensive sessions; in such cases withdrawal is not allowed after the published Course Schedule Adjustment period.

When a student withdraws from a course, a designation of "W" (Withdrawal) will appear on the student's transcript. Students who fail to withdraw officially or to meet course requirements are liable to receive a grade of "F" (Fail). Students are responsible for the partial or full payment for courses from which they have withdrawn.

Office Use Only: Date Received: _____ Entered by: _____ Date: _____