



REQUEST FOR WITHDRAWAL FROM COURSE(S)

- (1) This form is to be used for withdrawing from currently registered courses. For deadlines for withdrawal with the grades of W and WP/WF, please refer to the current academic calendar.
- (2) The student should complete the form and submit it personally to the Office of the Registrar.
- (3) The instructor's signature is required only after the second week of a regular semester or the first week of a summer session.
- (3) Incomplete forms will not be processed.
- (4) The minimum credits after withdrawal should not be below 12 credits.
- (5) The student can withdraw from the whole semester for a maximum of two consecutive terms or three nonconsecutive terms during his/her entire study at the university.

STUDENT INFORMATION

STUDENT ID _____

MAJOR _____

TERM _____

WITHDRAWN COURSE(S)

COURSE CODE	SECTION	Credit	INSTRUCTOR SIGNATURE	DATE
TOTAL WITHDRAWN CREDITS				

APPROVALS

Student Name

Student (Signature & Date)

Advisor (Signature & Date)

Bookstore Stamp

FOR THE OFFICE OF THE REGISTRAR

PROCESSED BY

DATE

Original for Registrar/ Copy for the Student/ Copy for Academic Department