

Undergraduate Course Withdrawal Form

Before you withdraw from a course you should consider the following:

1. A withdrawal may incur a course deficiency that must be made up in the future.
2. If this withdrawal constitutes your third course deficiency, you may be academically withdrawn from the College at the end of this semester and required to make up course deficiencies before returning to full time student status.
3. While the advantages of a W (not computed into your GPA) over an F are clear, a low passing grade may have advantages over a W in your particular case. You should have a discussion with your instructor about your course difficulties and the chances of achieving an acceptable grade. Note that students in LSOE and CSOM are required to discuss all withdrawals with the Associate Dean

If you decide to withdraw from a course:

1. Fill in all of the information requested on this form.
2. Discuss the withdrawal with the Associate Dean if this is required in your school or if you are in doubt about your decision.
3. Submit this form for approval by the Dean's Office before the deadline published each year in the BC University Catalog.

If approved, the Dean's Office will notify the Office of Student Services of your withdrawal. As a courtesy, you may also want to inform your instructor yourself.

Please print or write legibly, and press down firmly. All copies must be clear.

Course Title _____

Instructor _____ Course Number _____ Credits _____

Reason(s) for withdrawal: _____

Student's Name _____ Class _____ Major _____

Student BC ID Number

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Local Address _____ Phone _____

Student's Signature _____ Date _____

Dean's Signature _____ Date _____

Dean's Comments: _____
