

Graduate Course Withdrawal Form

INSTRUCTIONS: Use this form to withdraw from courses **after** the registration deadline. Courses dropped after the registration period are recorded as a "W" and require Associate Dean's approval. Refer to the Boston College Graduate Catalog or contact the Office of Student Services for semester withdrawal deadline. **The Office of Student Services will complete the refund section below.**

Date: _____ Academic Year: _____ to _____ Semester: Fall
 Spring
 Summer

Requires Permission of Associate Dean:
(see below)

- GA&S (02) Candace Hetzner
- LAW (04) Elizabeth Rosselot
- GSSW (06) Teresa Schirmer
- LSOE, Graduate Programs (10) Elizabeth Sparks
- CSOM, Graduate Programs (11) Jeffrey Ringuest
- CSON, Graduate Programs (14) M. Katherine Hutchinson
- STM (18) Jennifer Bader

Eagle ID Number:

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Name: _____
Last First

Course Number	No. of Credits	Effective Date (For Associate Dean's office use)																								
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Associate Dean's Approval: _____ Date: _____

Please Note: There is a partial refund of tuition only (fees are not refundable) for courses approved as withdrawals during the first five weeks of class. Refer to the Refund Schedule in the Boston College Graduate Catalog for specific refund dates. Thesis Direction, Doctoral Continuation, and audits are considered fees and are not refundable.

If there is a credit balance on my account as a result of a refund, I request the Office of Student Services to take the following action:
(check one)

- Credit my student account
- Issue a refund check to this address: Street: _____
City: _____ State: _____ Zip: _____
- Adjust BCPP payments

Credit Memo (Refund of Tuition)

OFFICE USE ONLY

Tuition Remission B.C. Employee

Adjust GTR Counter # credits: _____

Adjust Financial Aid # credits: _____

Cancel Tuition: _____% \$ _____

Cancel other charges (specify): _____ \$ _____

TOTAL: \$ _____

Authorized signature (Student Services): _____ Date: _____