

Office of the Dean of Undergraduate & Graduate Studies

SPRING 2022 UNDERGRADUATE ADAPTED COURSE WITHDRAWAL FORM - **Deadline: April 29, 2022**

If you need guidance on the course withdrawal process, please contact your academic class dean.

STEP 1: STUDENT ACKNOWLEDGEMENTS

- **All Students:** I understand that withdrawing from this course will result in a grade of WD on my transcript. Additionally my progress toward degree completion is likely to be impacted by the loss of these credits and could affect my financial aid. I remain bound by the College's graduation requirement of a minimum of 120 earned credits. Normally, students are permitted to withdraw from one course only per semester.
- **Scholarship Students:** If you are a scholarship recipient (*St. Catherine; St. Dominic; St. Thomas; St. Joseph; Albertus Magnus; Roddy; New York Alumni; Forand; Fenwick; Boyko; MLK; St. Juan Macias; Cunningham; and Stride Family - Pelkington & Sister Gail Himrod*), you must maintain full-time status (**12 credits per semester**). Please discuss this matter with your class dean.
- **Student Athletes, International Students or ROTC Students:** If you are a **student athlete, international student, or ROTC** cadet you must obtain additional email approval as withdrawing from a course can adversely affect your status.

Step 2: CONSULTATION WITH COURSE INSTRUCTOR

You must confer with the relevant course instructor via email or in-person.

Please include the instructor's email acknowledgement or signature approval with this withdrawal request. **Please print the full email communication between you and the professor to include with this printed withdrawal request or have the professor sign this from below.**

FACULTY SIGNATURE:

Step 3: PROVIDE THE FOLLOWING INFORMATION

1. Student Name:
2. Student Last Four Digits of Banner ID:
3. Student Major:
4. Student Class Year:
5. Student Cell Phone:
6. Course Title & Number (example: ENG 175 – Introduction to Literature):
7. (CRN) Four Digit Course Registration Number– found in Cyberfriar:
8. State the reason you wish to withdraw from course:
9. **Student Athletes:** Include email confirmation from the Academic Coordinator for Student Athletes, OAS.
10. **International Students:** Include email confirmation from Christian F. Wilwohl, Dean of Global Education. (cwilwohl@providence.edu).
11. **ROTC:** Include email confirmation from ROTC representative.

This COMPLETED FORM, along with the approval from the instructor, must be submitted in-person to Harkins 213 no later than 4:30pm on April 29, 2022.