

**COURSE WITHDRAWAL FORM - Fall 2024**  
**Student Success Center – Academic Advising**  
**Submission Deadline: December 6, 2024**

**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 assigned advisor.
  
- **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 are required to confirm course withdrawal with your class instructor via email or in-person.
- Please include the instructor’s email acknowledgement or signature of approval with this withdrawal request.  
Select one of the methods below for submitting form:
  - **Print and include the full email communication between you and the professor, along with a printed copy of this withdrawal request form**
  - **Print the completed form, including the instructor’s signature at the bottom.\***

**Step 3: PROVIDE THE FOLLOWING INFORMATION**

1. Student’s Name: \_\_\_\_\_
2. Last Four Digits of student’s Banner ID: \_\_\_\_\_
3. Student’s Major: \_\_\_\_\_
4. Student’s Class Year: \_\_\_\_\_
5. Student’s 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 the course: \_\_\_\_\_
9. **Student Athletes:** Include email confirmation from your academic coordinator in the Student Success Center.
10. **International Students:** Include email confirmation from the Dean of Global Education.
11. **ROTC:** Include email confirmation from an ROTC representative.
12. **\*\***[ ] Are you a recipient of military benefits (If yes, please indicate by checking the box) ?

**\* Instructor’s Signature (form only):** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\* Student’s Signature:** \_\_\_\_\_ **Date :** \_\_\_\_\_

I acknowledge that I have read, understand and agree to the terms of the Course Withdrawal Form

If you need guidance on the course withdrawal process, please contact the Student Success Center @ [advising@providence.edu](mailto:advising@providence.edu) or 401.865.2495.

**This COMPLETED FORM, along with the approval from the instructor, must be submitted in-person to the Student Success Center Phillips Memorial Library, 2<sup>nd</sup> floor, no later than 4:30pm on December 6, 2024**