



EASTERN CONNECTICUT STATE UNIVERSITY

83 WINDHAM STREET • WILLIMANTIC, CONNECTICUT 06226 • 860-465-5000

Withdrawal From Course Form

Undergraduate Course Withdrawal Policy: The instructor will assign a grade of WP (withdrawal passing or WF (withdrawal failing). The WP grade will be used only when you are passing the course or when the instructor has insufficient evidence for measuring your performance at the time of the withdrawal. The WP/WF grade is part of your academic record but will not be used in calculating grade point average. It is the student's responsibility to return the completed form to the Registrar's Office. See the semester calendar for the deadline dates.

Graduate Course Withdrawal Policy: Students who find it impossible to continue study in a course may withdraw in consultation with their advisor and the Dean of Education and Professional Studies. In such instances the student is given a grade of "W".

Student Section:

Today's Date _____ Name of Staff who received form _____ Students Phone No. _____

Name _____ Eastern ID No. _____
Last First M.I.

Class: FR SO JR SR Major: _____ Semester/Year: _____
 Graduate Student

Course: _____
Subject / Course No. / Section No. / Title **Dates Class held**

Instructor's Name **Credit Hours**

Reason for Course Withdrawal: _____

Student's Signature _____ Date _____

Instructor Section: (Undergraduate Courses)

As indicated, by my signature in the space provided below, the above named student's academic status at the time of withdrawal from my course was:

WP (Withdrawal Passing) _____ Instructor Signature _____ Date _____

WF (Withdrawal Failing) _____ Instructor Signature _____ Date _____

Advisor Section: (Undergraduate and Graduate Courses)

My signature below confirms that the above named student has consulted with me regarding the implications of withdrawing from this course.

Advisor's Signature _____ Date _____

Graduate Section: (Graduate Courses)

Dean's Approval _____ Date _____

For Office Use Only:

Processing Date _____ Signature _____