Withdrawal From Course
(Submit to registrar@easternct.edu once completed)

Undergraduate Course Withdrawal Policy: The withdrawal form requires the signature of the student's academic advisor. The "W" grade will be recorded on the student's permanent transcript but will not be used in calculating the grade point average. Due to immigration regulations international students should consult with the coordinator of international programs prior to withdrawing from a course. It is the student's responsibility to return the completed form to the Registrar's Office.

Graduate Course Withdrawal Policy: Students who find they are unable 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".

*Full-time students wishing to withdraw from **ALL** courses for a given term must complete the process to **Withdraw from the University**.*

NOTE: Withdrawing from a course does not change your enrollment status. However, it may affect a student's eligibility for financial aid, participation in intercollegiate athletics, health insurance, etc. If you receive financial aid, please speak with the Financial Aid Office about the impact of withdrawal.

Student Section:

Name _____   Eastern ID # _____

      Last   First   M.I.

Class: ❑ FR ❑ SO ❑ JR ❑ SR   Major: _____   Semester/Year: _____

❑ Graduate Student   Phone Number: _____

Course: _____

      Subject / Course No. / Section No. / Title

_____   _____

      Instructor's Name   Credit Hours

Reason for Course Withdrawal: _____

_____

Student's Signature _____   Date _____

      Please note that a signature is only required if using non-Eastern email

Advisor/Coordinator 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.

Faculty Advisor's Signature _____   Date _____

International Program Coordinator Signature _____   Date _____

Graduate Section: (Graduate Courses)

Dean's Approval _____   Date _____

For Office Use Only:

Processing Date: _____