NOTE: Students who withdraw from a course should consult with their academic advisor before doing so to ensure that they will continue to maintain satisfactory academic progress and are on track for graduation.

STEP 1: Complete this Section:
Semester: □ Fall □ Spring Year: 20___
Last Name: ____________________________ First Name: ____________________________
Student I.D. Number: ______________________ Major: ____________________________
Course Name: ____________________________ Course I.D. Number: ______________________
Course Instructor: ________________________ Block: _____ Number of Credits: ___
Reason for withdrawing: __________________________________________________________
Housing Status: □ Off Campus □ On Campus in Dorm (see below) □ Utopia Park
□ I plan to attend another MUM course this semester
□ I do NOT plan to attend another MUM course this semester (OFFICE: Use University Departure Forms)
Student Signature: ____________________________ Date: ____________________________

STEP 2: Get signature of your Academic Advisor *
Advisor Signature: ____________________________ Date: ____________________________
* If an Enrollment Center Academic Advisor signs, he/she must notify the Dept. Academic Advisor:
The student’s Academic Advisor was notified via: □ phone or □ email on Date: ____________

STEP 3: If you live on campus, meet with an Associate Dean of Students
Associate Dean of Students’ approval to remain on campus:
□ Approved: □ Not Approved
Assoc. Dean of Students’ Signature: ____________________________ Date: ____________________________

STEP 4: Submit this form to the Enrollment Center.

Office Use Only
Date student submitted this form or notice was emailed: ____________________________
Student’s last day of class attendance (as reported by Faculty): ____________________________
Course Drop Deadline: 4:00 p.m. of the second day of the course
For courses longer than 4 weeks the deadline is 4:00 p.m. of the 5th day of the course.
□ Student met the deadline for dropping (Course is removed from the student’s records.)
Course Withdrawal Deadline: Up until 4:00 p.m. of the second Monday. (Students must have attended part of the third day of the course.) For courses longer than 4 weeks the deadline is before completion of 25% of the course.
□ Student met the requirements for withdrawing (Student receives a W (Withdrawal) grade)
□ Student did not meet the requirements for withdrawing (Student receives an NC (No credit) grade)