

- Students are allowed to withdraw from a full-term or part-of-term course without academic penalty until the announced deadline. Please refer to the academic calendar posted on the registrar's office web page for specific dates.
- **Students who withdraw from a course receive a grade of "W" on their transcript.**
- Full-time status is determined by being enrolled in 3 or more courses at Colgate; a withdrawal that drops a student below 3 credits will result in the student having part-time status.
- Course withdrawal does not result in a refund of tuition.
- All students are required to discuss the decision to withdraw from a course with their faculty adviser and course instructor and secure both signatures on this form. As the decision to withdraw may have additional consequences, students may need additional consultation as they consider withdrawing.

**IMPORTANT:** Please consider when and how you plan to make up the credit lost upon withdrawal from this course. Withdrawing may affect your ability to meet graduation requirements (e.g., Core, areas of inquiry, or major). Part of your consultation with your adviser should include discussion of whether and how you will need to make up credit following withdrawal.

**Please check the categories that apply to you. It is your responsibility to carefully consider how withdrawal from a course will affect your status.**

\_\_\_\_ **First-Year students** in the fall semester must receive approval from their administrative dean, in addition to their faculty adviser and course instructor.

\_\_\_\_\_ **International students** must consult with their administrative dean, in addition to their faculty adviser and course instructor. To maintain a valid student visa status, international students must enroll in a minimum of 3 full-credit courses at Colgate University. Dropping below a 3 full-credit course load may affect visa eligibility. Please consult with the Office of International Student Services for more information.

\_\_\_\_ **Students on academic warning** may not withdraw from a course except for well-documented medical or other compelling reasons. Students on academic warning wishing to withdraw from a course must consult with and secure the approval of their administrative dean in addition to their academic adviser and course instructor.

\_\_\_\_ **Student athletes** must consult with the Director of Student-Athlete Academic Services, in addition to their faculty adviser, and course instructor. Student athletes should be aware that withdrawing from a course may jeopardize their athletic eligibility by not meeting the NCAA Progress toward Degree requirements. Student athletes dropping from full-time to part-time status may become immediately ineligible, and are required to get approval from the Athletic Compliance Office prior to any such withdrawal.

\_\_\_\_ **Students receiving financial aid** are limited to a total of 8 semesters of aid and should carefully consider how a withdrawal will impact the ability to complete their coursework within 8 semesters. Students should contact the Office of Financial Aid if they have specific questions about the impact of withdrawal on their aid.

Name \_\_\_\_\_

                    Last  First  Middle

ID \_\_\_\_\_ Class Year \_\_\_\_\_

The student indicated above wishes to withdraw with a grade of "W" from: \_\_\_\_\_  
Subject / Course Number / Section (e.g., CORE 151 A)

Signature of faculty adviser \_\_\_\_\_ Date \_\_\_\_\_ Signature of instructor \_\_\_\_\_ Date \_\_\_\_\_

|  |      |                                |      |
|--|------|--------------------------------|------|
| Signature of administrative dean*  | Date | Received by Registrar's Office | Date |
| (*For all students who are international, on academic warning & first-year students) |      |                                |      |

Term \_\_\_\_\_ Student's signature \_\_\_\_\_ Date \_\_\_\_\_  
 Rev-2/25/2019/sr Please return to the Registrar's Office when completed