



# OFFICIAL COURSE WITHDRAWAL FORM

**(To be used AFTER the first week of classes instead of the Drop/Add Form)**

Please **PRINT** legal name in full \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

ETS E-mail \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

At any time after the drop/add deadline, but prior to the final day of class, a student may withdraw from classes without academic penalty. In case of withdrawal, regulations pertaining to refunds apply. Withdrawal from a class is valid only when the student has properly completed an Official Withdrawal Form and obtained the appropriate signatures. Students will be considered enrolled in a class until such withdrawal procedures have been completed.

Students who are contemplating withdrawal from a required class should recognize that when they re-take that class later, they will not be eligible for financial aid of any kind (including Federal loans) for that class. Courses from which a student has withdrawn will remain on the student's transcript as a "W" (Withdrawal). In order to maintain satisfactory academic progress, students may have no more than 20% of courses for their degree program listed as "W."

<u>Course Information</u>						
Prefix & Number	Type	Location	Course Title	Credit Hours	Professor's Signature	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	

Total number of courses: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Course Type Key:** Audit (senior citizens & Alumni only) = AU, Continuing Education = CEU, Cross-Registration = X-REG, Directed Study = DS, EVC = Z, Independent Study = IS, Lecture = LEC, Modular = MOD  
**Location Key:** Augusta (A), Charleston (C), Columbia (CO), Due West (DW), Greenville (G), Florence (F)

**NOTE:** You **must** contact Financial Aid at [etsfinancialaid@erskine.edu](mailto:etsfinancialaid@erskine.edu) **prior to** submitting Withdrawal forms to the Registrar's Office as it may affect your scholarships/loans/VA benefits, and you must notify the chapel coordinator ([glick@erskine.edu](mailto:glick@erskine.edu)) so that your chapel requirements (and possible chapel fees) can be adjusted accordingly.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date Processed \_\_\_\_\_

**Office of the Registrar • Erskine Theological Seminary • P.O. Box 668, Due West, SC 29639  
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