

GRADUATE AND PROFESSIONAL COURSE WITHDRAWAL PROCESS

- Students who wish to withdraw from a course must consult their Academic/Program Director and are encouraged to discuss the withdrawal with their instructor. To officially withdraw, students must complete and submit the course withdrawal form to the Registrar's Office **before the last day to withdraw**.
 - Ceasing to attend classes or notifying the instructor does not constitute an official withdrawal.
- **Late Withdrawal:** To request a late withdrawal, students must consult with their Student Support Specialist or Program Director and submit a completed **Academic Petition** stating the extenuating circumstances and a letter of support from an advisor, faculty member, or program/academic director to the college's dean's office offering the course for consideration.
 - Late withdrawal petitions must be submitted to the Registrar's Office **by the last day of class**.
- **Student Eligibility:** Withdrawing from a course may affect veterans benefits, visa status, or financial aid. Please consult with the appropriate office regarding the implications of withdrawing from a course on your eligibility.

STUDENT INFORMATION

First Name: _____ Last Name: _____ PRN: _____

UNE Email: _____ Major/Program: _____

 Are you an international student? No Yes** *(**If yes, a signature from Global Education is required as withdrawals may affect visa status.)*
COLLEGE OF PROFESSIONAL STUDIES (ONLINE GRADUATES) COURSE WITHDRAWAL DATES

Term	Session	Last Day to Withdraw
Summer Semester 2024	A	Sunday, June 9, 2024
	B	Sunday, August 4, 2024
	AB (Full)	Saturday, July 13, 2024
Fall Semester 2024	A	Sunday, October 6, 2024
	B	Sunday, December 1, 2024
	AB (Full)	Saturday, November 9, 2024
Spring Semester 2025	A	Sunday, February 16, 2025
	B	Sunday, April 13, 2025
	AB (Full)	Saturday, March 22, 2025

COURSE WITHDRAWAL INFORMATION (to be completed by student)

 Course Reference Number (CRN): _____ Subject and Course: _____
(ex: 50245) (ex: ENG 110)

 Title: _____ Instructor Name: _____
(ex: English Composition)
COURSE WITHDRAWAL APPROVAL

Student's Signature: _____ Today's Date: _____

Student Support Specialist/Program Director: _____ Today's Date: _____

 Global Education Signature: _____ Today's Date: _____
(if applicable)