



Dakota State University Withdraw from Class

The following change of schedule has been requested by:

Name _____

Student ID _____

SYN	Dept. & No.	Cr.	Course Title	Instructor

A student must have approval from the faculty member giving the course and advisor prior to withdrawing from a course. The withdrawal is not official until signed by the College Registrar. Official withdrawals are recorded as "W" on the permanent record. A student may withdraw from a class from the end of the official drop/add period to one week after notification of mid-term grades. The "W" grade does not affect the student's GPA. Students are not allowed to withdraw from specific classes after that time except under extenuating circumstances and only with the approval of the Academic Vice President and Provost.

Students withdrawing from the college must follow the procedure under the heading "Withdrawal from the University" in the current college catalog.

Signed (Instructor) _____

Date _____

Signed (Advisor) _____

Date _____

Signed (Student) _____

Date _____

Signed (Registrar) _____

Date _____

Students should check the college catalog, course schedule, and Mentor for dates of withdrawal.