

Complete Withdrawal Form

(after "W" period has expired)

Instructions:

1. Complete information requested.
2. Present form to the instructor of each class for which you are registered.
3. Obtain appropriate withdrawal grade (W or F) and signature from instructor for each course.
4. Obtain appropriate signature from the department head's office for each course.
5. Obtain appropriate signature from the dean's office for each course.
6. Return completed form to the Office of the Registrar, Potter Hall, 2nd Floor.
7. The official date of withdrawal is the date the completed form is submitted to the Office of the Registrar.

First

Middle

Last

WKU ID

requests permission to withdraw from the _____ term at Western Kentucky University even though the deadline to withdraw has expired. My reasons for requesting this exception are listed below.

I realize a withdrawal grade of "W" or "F" will be assigned at this time.

I am enrolled in the following courses:

| CRN | Subject Area | Course Number | Section Number | Grade W or F | Instructor's Signature | Department Head's Signature | Dean's Review |
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Signature of Student

Date