

SACRED HEART UNIVERSITY
CLASS WITHDRAWAL FORM—EFFECTIVE FALL 2014

Course withdrawals are only permitted within the withdrawal deadline for each course. Withdrawal forms must be submitted to the Sacred Heart University Luxembourg Office Manager by the deadline. Please check the Withdrawal Deadline prior to completing this form.

Withdrawal Deadlines

- **1 CH Course: Second (2) Class Session.** Dropping a course after the first class session will be considered a withdrawal.
- **2 CH Course: Third (3) Class Session.** Dropping a course after the second class session will be considered a withdrawal.
- **3 CH Course: Third (3) Class Session.** Dropping a course after the second class session will be considered a withdrawal.

1. Complete the identification data below:

Name: _____ Student ID#: _____

Course Title: _____ Number: _____

Academic Year: _____ Session: _____ Semester: _____

Reason for Withdrawal: _____

Date of Last Attendance: _____

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Students will not receive academic credit for a withdrawn course and are encouraged to consult with their Instructor as well as their Academic Advisor or Program Director to discuss academic progress prior to withdrawal. Course withdrawals may affect satisfactory academic progress (as defined in the catalog) and/or academic standing, and may result in the loss of benefits or permission to participate in University activities or athletics, and may also delay graduation. It is the student's responsibility to understand these consequences.

2. Discuss the class withdrawal with the Administrative Director in Luxembourg and get signature:

Administrative Director: _____ Date: _____

3. Obtain Professor's Signature.

The above named student has been separated from the course with a grade of:

W or ___ (Earned Letter Grade) Professor: _____ Date: _____

_____/_____
Student's Signature Date

Please return completed form to the Sacred Heart University Luxembourg Office Manager —students remain registered until the completed form is received.

NOTE: If this form is completed and submitted within the deadline and a refund is applicable, the refund will be based on the date the form is received by the Registrar's Office, not the date the student stopped attending the course.

Office Use Only: Date Received: _____