

Extended Withdrawal “W” Request Form

(For Spring 2020 Only)

Spring 2020 Temporary “W” (Withdrawn) Policy: Applicable to students who withdraw from a course after the first week and no later than 5:00pm on Wednesday, May 6, 2020. Withdrawals processed by the end of the first week are not recorded on the official academic record. Withdrawals processed after the first week but by 5:00pm on Wednesday, May 6, will be recorded as a “W” on the student’s official academic record. A student withdrawing after May 6, 2020 and during the final exam week for any reason – other than medical or non-academic hardship – will receive grades of “F” which will be used in computing the cumulative grade point average. Note: For courses that are taught only in the second half of the semester, the withdrawal deadline will be the same.

“W” is also applicable when a student, with the approval of the Dean of Students of the University, withdraws from a course anytime during the semester for a verified medical or other verified non-academic hardship. A “W” is not calculated in a student’s grade point average and the course can be repeated for change of grade at Mount Union or as a transient course at another institution (with approval). As always, students should consult with Student Financial Aid and the Business Office prior to withdrawing from a course.

This form must be completed in its entirety, include ALL required signatures, and be received no later than 5:00pm on 5/6/2020.

_____	_____	_____
Last Name	First Name	MI
_____	_____	_____
Id Number: _____	Major: _____	Rank
_____	_____	1 st Yr ___ SO ___
Cell Phone # _____	Term & Year: _____ Spring 2020 _____	JR ___ SR ___

WITHDRAW THE FOLLOWING COURSE SECTIONS:

- ❖ **Instructor and advisor signatures are required for withdrawal from ALL classes. No exceptions.**
- ❖ **DO NOT WAIT UNTIL THE LAST MINUTE. This form will not be accepted past the deadline or without signatures.**

Course #	Sect. #	Course Title	Credits	Last Attended	Instructor’s Signature

Students will receive a “W” on their transcript, but it will not be considered in the calculation of GPA.
Students must withdraw no later than May 6, 2020 at 5:00pm

Total Semester Hours Withdrawn: _____

**If total for the term drops below 12 credit hours, additional signatures required:

Total Registered Hours After Change(s): _____ **
(Full time registration is a minimum of 12 hours.)

Financial Services: _____

Student Affairs: _____

I certify that, to the best of my knowledge, I have met all the requirements necessary to make the changes requested above. _____ Student’s Signature (required)	I support the requested changes and certify that they are consistent with the student’s program of study. _____ Advisor’s Signature
_____ Date	_____ Date

University Registrar Approval: _____ Date _____

For Internal Use Only

Date Received: _____ Date Entered: _____ Entered by: _____