Please read the following steps on how to complete a proper course withdrawal:

1. Complete the top section with detailed information.
2. Meet with student advisor and obtain signature.
3. Inform instructor of the course that you will be withdrawing from the course.
4. Return completed form to the Registrar’s Office located in the Library in Room ABL101S or send as an email attachment to registrar@qu.edu using your QU email account.

STUDENT INFORMATION:

Student Name: ________________________ Student ID #: ________________________

Student e-mail: ________________________ Student Phone #: ________________________

Course subject code (i.e., EN for English): ______________ Course section: ______________

Course title: __________________________

Reason for course withdrawal: __________________________

Student Signature: ________________________ Date: ________________________

ADVISOR NOTIFICATION:

Advisor Name: __________________________

Advisor Signature: ________________________ Date: ________________________

Confirm course instructor notified: [ ] E-mail: [ ] In Person: [ ] Phone: [ ] Letter: [ ]

Note: Completion of this form hereby indicates that the student accepts that there is no refund of tuition for withdrawal from this course. Additionally, this withdrawal may impact satisfactory academic progress used to calculate Financial Aid eligibility, NCAA eligibility, Dean’s List, or on-campus housing status.

Form must be submitted prior to withdrawal deadline published in the University Catalog. Forms submitted after deadline will not be processed.

For Registrar Use Only:

Date Rec’d: ________________________ Rec’d by: ________________________ Process date: ________________________

Quinnipiac University Registrar’s Office, 275 Mt. Carmel Avenue, Hamden, CT 06518-1940
Telephone: 203-582-8695/Fax: 203-582-8749/E-mail: registrar@qu.edu