

WITHDRAWAL FROM CLASS AFTER THE CLASS CHANGE PERIOD

Student ID Student Name (Please Print) Student Signature Current Date

You may choose to withdraw from a class without a grade penalty if you attended the class after the class change period (the first 5 class days of the term). The deadline for withdrawing from a class is published as part of the academic calendar on the web (<http://www.lawrence.edu/s/registrar>) and is generally the second Friday after the Mid-Term Reading Period. The class will remain on your record with a grade of ‘W’. A withdrawal does not reduce the number of units used for billing purposes.

You will need to petition the Faculty Subcommittee on Administration for permission to withdraw if

- you have or intend to withdraw from more than one class this term,
- you have already withdrawn from three classes while at Lawrence,
- you are on probation or strict probation, or
- you are requesting to withdraw after the withdrawal deadline.

IMPORTANT: Withdrawing from a class may change your active course load to less than full time (less than 15 units for a regular term session). This can affect

- the status of a student visa,
- eligibility for financial aid and scholarships,
- eligibility for veteran’s benefits,
- eligibility to participate on an athletic team,
- insurance, and
- any other matters requiring you to be a full-time student.

International students should contact International Student Services. Students receiving scholarships, financial aid, or veteran’s benefits should consult the Financial Aid Office. Students participating in athletics should contact their coaches. If insurance or other matters apply, you should investigate the possible consequences before submitting this form.

Complete the grid below, obtain the required signatures, and submit this form to the Registrar’s Office.

CRN	Term	Subject	Course #	Title

INSTRUCTOR ONLY—Your signature indicates **this student attended your class after registration for the term ended (after the first five class days of the term)** and you have discussed this action with the student. The student will remain on your class list and will receive a grade of ‘W’. **DO NOT USE** this form if the student never attended or stopped attending during the first week of the term.

Instructor Name (Please Print) Signature Current Date

ADVISOR(S) ONLY—Your signature indicates you have discussed this action and its implications with the student.

Advisor 1 Name (Please Print) Signature Current Date

Advisor 2 Name (Please Print) Signature Current Date