

Course Drop/Withdrawal Request Form

Date: _____

Current College: College of Arts and Sciences College of Business
 College of Engineering College of Pharmacy and Health Sciences

Name: _____
Last First Middle Initial

ID Number: _____ WNE Email: _____

Students are expected to consult with the advisor or Dean’s Office before any changes are made in the student’s schedule. All changes must be reviewed by the advisor or Dean’s Office.

****Students are strongly encouraged to speak to their Financial Aid Counselor prior to dropping or withdrawing below 12 total undergraduate credits for the semester (full-time status) for any potential impact to the student’s Financial Aid.**

Please note: This form is not for Withdrawing from the University, taking a Leave of Absence, or taking a Medical Leave. Please find the appropriate form with instructions here: [Registrar Forms](#)

DROP:

- During the first two weeks of Fall and Spring semesters, courses may be dropped directly by students in Self-Service without the mark of “W” on their transcript.
- See Academic Calendar for the exact semester’s dates: [Academic Calendar](#)

WITHDRAWAL:

- After the drop period has ended (see above) of Fall and Spring semesters, students may still withdraw from a course with a mark of “W” on their transcript until the posted last day to do so on the [Academic Calendar](#)
- Please fill out this form and forward to your advisor or Dean’s Office

Course #	Section	Abbreviated Course Title

****Total Credits** registered for this term, including the above changes: _____

Student Signature: _____

I accept responsibility for my course schedule, including the above change(s).

EMAIL THIS COMPLETED FORM TO:

College of Arts and Sciences
 Herman Hall, Room 205
Phone: 413-782-1279
Email: coas@wne.edu

College of Business
 Churchill Hall, Room 214
Phone: 413-782-1231
Email: cob@wne.edu

College of Engineering
 Sleith Hall, Room 101
Phone: 413-782-1271
Email: coe@wne.edu

College of Pharmacy and Health Sciences
 Center for Sciences and Pharmacy, Room 216
Phone: 413-796-2333
Email: coph@wne.edu