COURSE WITHDRAWAL FORM

Completes and submits form within the assigned timeframe.

Student should discuss course withdrawal with the course faculty AND Specialty/Program

OFFICE REGISTRAR'S

Reviews form and emails to appropriate Administrative Support Staff.

ADMINISTRATIVE SUPPORT STAFF

Forwards document to Specialty/Program Director for review.

Reviews request and approves/denies based SPECIALTY/PROGRAM DIRECTO on academic

circumstance and returns to appropriate Administrative Support Staff. NOTE: Process of review/approval of course withdrawal by the Specialty/Program Director is to ensure the

student has received appropriate counseling regarding when the course may be offered again, cannot withdraw from the same course twice, and time to program completion.

Uploads signed form to the restricted drive and forwards to the **ADMINISTRATIVE SUPPORT** Registrar's Office.

Processes the student request and notifies student upon completion

Notifies student, faculty, and Specialty/Program Director of course withdrawal.

EGIST

STUDENT Director.