

**UNIVERSITY OF SOUTHERN MAINE
OFFICE OF THE REGISTRAR
COURSE WITHDRAWAL FORM**

Date: _____

Leave this form with your instructor, who will grade you and forward the form to the Registrar's Office.

Name: (Last, First, Middle Initial) Student ID Number

Taken during the: (Circle One)

WINTER FALL SPRING SUMMER YEAR _____

Dept. Number CRN Title Instructor

(EXAMPLE)

BIO 203 P1234 Develop Biology DOE
Dept. Number CRN Title Instructor

INSTRUCTOR'S NOTE:

When a student withdraws after the first eight weeks of a semester, the student will receive a grade designation to be determined by the instructor. One of the regular grades, normally F, will be assigned during this period. WP and WF grades are not valid and the grade of W is to be assigned only under unusual circumstances as determined by the instructor and the Dean. Please complete the information requested below and mail or deliver this document to the Registrar's Office on either campus.

- * If the W is designated, the signature of the Dean of the School or College is Required.
- ** If a passing grade is assigned, the student will receive credit for the course and the grade will be included in the calculation of the student's GPA

FINAL SEMESTER GRADE ASSIGNED: (Circle one or fill in the grade) F, W, or **

Withdrawal Date

Instructor's Signature

Today's Date

REMARKS: _____

Dean's Signature & Date (W grade only)