

FRANKLIN & MARSHALL  
OFFICE OF THE REGISTRAR

**COURSE WITHDRAWAL FORM – FALL 2009**

This form should be used by students who want to withdraw from a course after the first two weeks of classes and before the date listed below. Students should consult the College Catalog concerning guidelines.

**NOTE:**

- **A student must be enrolled in at least three course credits per semester to be regarded as a full-time student. If withdrawing from a course will take your credit load below three, you must first petition the Committee on Academic Status for permission to become a part-time student.**
- **In the first semester a student may withdraw from one course. After the first semester, a student may withdraw from two additional courses during the remainder of his/her tenure at F&M.**

Deadline for this option is 4:30 PM on **Monday, November 30, 2009.**

Name \_\_\_\_\_ College ID No. \_\_\_\_\_

Class of \_\_\_\_\_ Campus Box No. \_\_\_\_\_

Student Signature \_\_\_\_\_

**IMPORTANT: PLEASE RETAIN STUDENT COPY FOR YOUR RECORDS.**

**COURSE TO BE WITHDRAWN**

Name of Course \_\_\_\_\_

Course # \_\_\_\_\_ Instructor \_\_\_\_\_  
(e.g. ECO 100 B)

\_\_\_\_\_  
Adviser's Signature Date

\_\_\_\_\_  
Instructor's Signature Date

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**To be Completed by the Registrar's Office**

\_\_\_\_\_  
**Registrar's Office Approval**      **Date "W" Assigned**

# **STUDENT COPY**

## **COURSE WITHDRAWAL**

STUDENT NAME \_\_\_\_\_

COLLEGE ID # \_\_\_\_\_

NAME OF COURSE \_\_\_\_\_

COURSE # \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

**\*\*IMPORTANT\*\***

***PLEASE RETAIN THIS COPY FOR YOUR RECORDS.  
THIS FORM CONSTITUTES PROOF OF WITHDRAWAL  
AND MUST BE PRESENTED TO THE REGISTRAR'S OFFICE  
SHOULD FUTURE QUESTIONS ARISE.***

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To be Completed by the Registrar's Office

\_\_\_\_\_  
**Registrar's Office Approval**

\_\_\_\_\_  
**Date "W" Assigned**