

STUDENT SCHEDULE WITHDRAWAL FORM

To be used for course withdrawals after the semester's drop deadline

If the withdrawal requested will put your semester credit hours at less than full-time status (below 12 credits for undergraduate students; below 6 credits for graduate students):

- If you are a student living in university housing, you must speak with Residence Life
- If you are a student athlete who is in-season in your sport, you must speak with Athletics
- If you are an international student studying on a J1 or F1 visa, you must speak with the Office of Global Education

Royal ID	Name		
Scranton Email Address		College ☐ CAS ☐ KSOM ☐ LCHS	
Major		Term _____ Part of Term _____	
Class ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate			

COURSES TO WITHDRAW

Use **one** form for each course to be withdrawn. If withdrawing from a lab/lecture **or** lecture/clinical pair of courses with different instructors, one form may be used to list both courses, but both instructors must sign the form

CRN	Subject	Number	Section	Instructor's Signature

Approval Signatures	Approved	Not Approved	Date
Financial Aid (<i>located St. Thomas Hall, Room 401</i>)			
Academic Dean			
Mentor (<i>Required for undergraduate students in accelerated programs and graduate students</i>)			

Return completed form to the Office of the Registrar, O'Hara Hall 2nd Floor or by emailing form to registrar@scranton.edu

☐ Course(s) Withdrawn	Signature	Date
Office of the Registrar Use: Tuition based upon policy: ☐ 100% ☐ 75% ☐ 50% ☐ 25% ☐ 0 (no refund)		