# MILLERSVILLE UNIVERSITY ~~~ COURSE WITHDRAWAL CARD

- **Last day to withdraw from a class is Friday, April 5th by 4:30pm.**
- **Please submit the completed form directly to the Registrar's Office, Lyle Hall for processing.**
- **Photo ID required for transactions in the Registrar's Office.**
- ***Cards must be submitted in person by the student – not a designee***

***The following student has withdrawn from my course and a grade of "W" is to be assigned.***

**Student ID:** _____ **TERM:** Spring 2019

**NAME:** _____ _____ _____
Last First MI

_____
Reason for Withdrawal (Student)

| CRN | SUBJECT | COURSE # | SEC # | TITLE | CREDITS |
|---|---|---|---|---|---|
| | | | | | |

_____ _____
Professor's signature Date

_____ _____
Advisor's signature Date

*Please note that the April 5th deadline is only for courses that run from 1/22/19-5/11/19. If you are in a course that begins or ends on a date other than this, please contact the Registrar's Office for deadlines.*

**GRADES AND POLICIES from Millersville University Undergraduate Catalog**

**Withdrew (W).** The notation made on a student's record about a withdrawn course depends on when the student withdraws. Students who "drop" or withdraw by the end of the first week of classes have all references to that course deleted from their records.

Students will be permitted to withdraw from a course and receive a grade of W up until the end of the tenth week of the semester.
The W grade does not carry any quality points and will not be calculated in the student's GPA. There will be no limit on the number of courses from which the student may withdraw. After the tenth week of the semester and through the last day of classes, students who withdraw will receive a non-W grade which will be determined by the instructor consistent with University policy.

The official date of withdrawal is the date the withdrawal form is submitted with proper signatures to the registrar's office. Deadlines for returning the form are strictly enforced. It is the student's responsibility to obtain all required signatures (both course instructor and adviser) in time to meet the deadline.

**Refunds for tuition and general fees shall be made only for full semester withdrawals.**

*Withdrawing from a class could affect your financial aid. Please discuss this with the Financial Aid Office (Lyle Hall) before withdrawing.*

**Refund Schedule available online at Millersville University Bursar's Office home page.**