

OFFICE OF THE REGISTRAR
COURSE WITHDRAWAL FORM

Students may withdraw from courses during the first eight weeks of the semester with the course grade of "W." Classes from which a student officially withdraws by submitting this completed form on time to the Registrar are not factored into the student's GPA.

Withdrawals after the eighth week (mid-semester) will only be allowed when:

- Withdrawal is student-initiated for conditions beyond the student's control (e.g., illness documented by a physician's letter). The course grade under these conditions will be *WP* (withdraw passing) or *WF* (withdraw failing). Documentation must be provided by the student and approved by the student's advisor. The student's advisor will be notified of the change.
- Withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be *WP* (withdraw passing) or *WF* (withdraw failing). The student's advisor will be notified of the change.

No withdrawals are allowed after the tenth week of class. In all cases, the date of withdrawal is the last date of class attendance, as verified by the instructor. This is the date that will be used to determine the student's financial aid eligibility status. Merely ceasing to attend class(es) DOES NOT constitute an official withdrawal either academically or financially. For the complete policy, please see the Student Handbook.

Student Name: _____	Semester: _____
Course Number: _____	Instructor: _____
Reason for withdrawal: _____	

Student Signature: _____	Date: _____

TO BE FILLED OUT BY INSTRUCTOR

Grade: **Weeks 2-8:** _____ **W**

Weeks 9-10: _____ **WP (withdraw passing)**
 (Choose one) _____ **WF (withdraw failing)**

Last date attended: _____

Instructor Signature: _____ **Date:** _____

This form should be filled out entirely and returned to the Office of the Registrar

Registrar Signature: _____ **Date:** _____



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STUDENT STATUS CHANGE FROM: ____ Credits to ____ Credits; OR ____ No Change