



University of Dallas
Office of the Registrar

Withdrawal Form Instructions

Constantin, Braniff, School of Ministry

Important Dates:

April 3, 2018 – Last day to withdrawal from a course

1. Fill out name, UD ID#, major, semester, year, and undergraduate/graduate information.
 2. Fill out course title, course number, and CRN.
 3. Fill out reason for requesting withdrawal.
 4. Get appropriate signatures
 - a. Student signature
 - b. Professor's signature
 - c. Advisor's signature
 - d. Graduate students – Dean's signature
 5. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.
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Office of the Registrar
Cardinal Farrell Hall, Ste. 180
1845 E. Northgate Dr.
Irving, TX 75062
P: 972-721-5221
F: 972-721-5132
Email: registrar@udallas.edu



University of Dallas
Office of the Registrar

UNIVERSITY OF DALLAS
Course Withdrawal Form

Name: _____ []Fall []Spring Year _____

ID#: _____ []Undergraduate []Graduate

Major: _____

Course Withdrawal Regulations (Regular Semester)

1. A student may withdraw from a course with a grade of 'W' from the third through the tenth week. (See University Calendar for exact date.)
2. A student may NOT withdraw after the tenth week. (Interterm/Mayterm/Summer Sessions - an equivalent time limit is utilized.)
3. Students dropping all courses must complete a different withdrawal form and are subject to university refund policy.
4. Students should consider consequences of withdrawing from classes (e.g. insurance, scholarship, immigration status).

REQUESTING WITHDRAWAL FROM COURSE (Title): _____

CRN & Course Number: _____

REASONS FOR REQUESTING WITHDRAWAL:

Student's Signature _____ Date _____

Professor's Signature _____ Date _____

Advisor's Signature _____ Date _____

Graduate Students:

Dean's Signature _____ Date _____