

**OLIVET COLLEGE COURSE WITHDRAWAL FORM**  
**VALID FOR SPRING 2020 ONLY**

A grade of "W" for the course listed below will be recorded on your Olivet College transcript. Withdrawn courses will count toward the number of semester hours you have attempted toward your degree. This will impact your academic pace ratio which may create difficulties in meeting the semester hour requirements of the Satisfactory Academic Progress Policy (*see Academic Catalog for more information*).

**INSTRUCTIONS:**

1. Enter the requested information below (ID, Date, Name, and Course Information).
2. Select print and print to PDF to save the file as your own document. Please submit one form per course.
3. Email your form to the professor of your course and your academic advisor. Electronic signatures or email responses from the appropriate parties will replace hard copy signatures on this form.
4. Your request must be submitted to your professor and academic advisor no later than Wednesday, April 8, 2020 by 5:00 p.m.
5. You will receive an electronic confirmation of your withdrawal via your Olivet College email address.

STUDENT I.D. \_\_\_\_\_ DATE \_\_\_\_\_

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

I wish to withdraw from the following course:

Dept	Num	Sec#	Course Name	Cr

I approve the withdrawal listed above:

\_\_\_\_\_  
 Professor

\_\_\_\_\_  
 Academic Advisor

**SUBMISSION OF APPROVAL**

**Professors and Academic Advisors:** Please review this request with the student. Indicate your approval by either: (1) e-signing on the line above and forwarding this document with your e-signature to Leslie Sullivan, registrar, at lsullivan@olivetcollege.edu OR (2) indicating your approval via a separate email to Leslie Sullivan.

**Note:** Approvals by the professor and the academic advisor do NOT need to be submitted to Leslie Sullivan on the same form. Professors and academic advisors will receive confirmation of the official approval of this request via email from the Office of Academic Affairs.

**THIS SECTION FOR USE BY REGISTRAR ONLY**

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_