



## Withdrawal Form Instructions

Constantin and Braniff

- 
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. Official electronic signatures for the Professor and Advisor should be used if the form is submitted online. If the Advisor or Professor does not have an official signature and simply types in their name, then the form should be submitted to the Registrar's Office by the Advisor for undergraduates or Dean for graduate students.
  6. Please make sure the entire form has been completed and check that the Registrar's Office has received it.
- 

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](mailto:registrar@udallas.edu)



**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:** \_\_\_\_\_

**REASON FOR WITHDRAWAL:** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Professor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

---

*Graduate Students:*

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_