



Withdrawal Form Instructions

Constantin, Braniff, School of Ministry

Important Dates:

April 7, 2020 – 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. 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.
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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
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** _____