



University of Dallas  
Office of the Registrar

# Withdrawal Form Instructions

Constantin, Braniff, School of Ministry

## Important Dates:

**April 2, 2019** – Last day to withdrawal from a course

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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  
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Email: registrar@udallas.edu



University of Dallas  
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**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** \_\_\_\_\_

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**Graduate Students:**

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