



OFFICE OF THE REGISTRAR

WITHDRAW FROM COURSE

Changes in a student's class load, either withdrawing or adding courses, must be done on withdraw form available from the Registrar's office or website (www.ses.edu). These forms require the class instructor's signature before being returned to the Registrar. Courses may be dropped or added up to the end of the second week of classes during a regular semester. For a module, courses may be dropped after the first night.

Courses are officially withdrawn when a form has been signed by the instructor and has been turned in to the Registrar's office. The Registrar will inform the Business Office of the rebate allowed. Please allow 4 weeks for a refund.

A resident or non-resident (external) student who officially withdraws from a course in the first two weeks or first night of class for a module will receive an automatic "Withdraw-Passing" ("WP"). Any withdrawal after the second week or first night of a module will be assigned by the class instructor as either "Withdraw-Passing" ("WP") or "Withdraw-Failing" ("WF"), depending on his or her assessment of how the student is doing in the class up to that point in time. Class attendance may be taken as a factor in the instructor's determination of the student's grade. Any withdrawal after the last day of class for a term or module will be an automatic failure ("WF").*

Student: _____ ID#: _____ Date: _____
 Address: _____ e-mail: _____
 City: _____ State: _____ Zip: _____ Phone: _____

WITHDRAW				ADD					
Course Number: _____				Course Number: _____					
Course Name: _____				Course Name: _____					
Year: _____				Year: _____					
Term:	FALL	WINTER	SPRING	SUMMER	Term:	FALL	WINTER	SPRING	SUMMER
Status:	<input type="checkbox"/> Credit	<input type="checkbox"/> Audit			Status:	<input type="checkbox"/> Credit	<input type="checkbox"/> Audit		

*Withdraw Grade assigned by Professor (please circle).

Grade:	W	WP	WF
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Student's Approval: _____ Date: _____
 Professor's Approval: _____ Date: _____
 Dean/Registrar's Approval: _____ Date: _____

*If the professor is not available on campus please e-mail the request to the professor and attach the e-mail response to this form. Return completed form to the Office of the Registrar, **3000 Tilley Morris Road, Matthews, NC 28105** or fax **704.845.1747**. Questions about this policy and procedure may be directed to the Office of the Registrar 704.847.5600.

Office Use Only

Registrar:	Date rec'd:	Business Office:	Date rec'd:
<input type="checkbox"/> recorded	rfnd: <input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> 0	<input type="checkbox"/> recorded	<input type="checkbox"/> pd ck #