



### REQUEST TO WITHDRAW FROM A COURSE

I understand that by withdrawing from this course: (1) a grade of "W" will be recorded on my permanent record; (2) the W grade is not computed in my grade point average; (3) there is no reduction in tuition; (4) if this withdrawal creates a course underload, the College is not obligated to approve future course overloads; and (5) an underload may jeopardize my student status regarding continued enrollment, financial aid, student activities, including intercollegiate athletics, and Tennessee Hope and Lottery Scholarship eligibility.

Approval by both the professor and the faculty advisor is required for this withdrawal to be processed. **After the eleventh week of classes**, requests for withdrawals must be submitted on the Late Withdrawal from a Course Form and approved by the Standards and Standing Committee to be processed. Students should continue to attend the class in question until notified of a final decision by the Committee.

**Student's Section:**

Name \_\_\_\_\_ Rhodes ID \_\_\_\_\_

Month/Year Graduation \_\_\_\_\_

I request to withdraw from the following course:

\_\_\_\_\_ CRN                      \_\_\_\_\_ Department Subject                      \_\_\_\_\_ Course Number                      \_\_\_\_\_ Section

~Note: If you are also withdrawing from a credit-bearing lab, please submit an additional form.

Reason for withdrawal request:

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

**Professor's Section:**

\_\_\_\_\_ Approve request                      \_\_\_\_\_ Do NOT approve request\*                      \_\_\_\_\_ Approve request with reservations

Comments:

Professor (print name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Advisor's Section:**

\_\_\_\_\_ Approve request                      \_\_\_\_\_ Do NOT approve request\*                      \_\_\_\_\_ Approve request with reservations

Comments:

Advisor (print name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Approval by the Standards and Standing Committee is required if either the professor or the advisor does not approve this request.**