



## REQUEST TO WITHDRAW FROM A COURSE

I understand that by withdrawing from this course: (1) a grade of "WP" or "WF" will be recorded on my permanent record depending upon my current record in the class; (2) there is no reduction in tuition; (3) if this withdrawal creates a course underload, the College is not obligated to approve course overloads in the future; and (4) 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 in order for this withdrawal to be official. A request to withdraw which does not receive both approvals may be appealed to the Standards and Standing Committee. After the ninth week of classes, requests for late withdrawals must be submitted on the Late Withdrawal From Class Form and approved by the Standards and Standing Committee in order to be official. Students should continue to attend the class in question until notified of a final decision by the Committee.

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

Date \_\_\_\_\_ Year of Graduation \_\_\_\_\_

I request to be allowed to withdraw from the following course:

_____	_____	_____	_____
CRN	Department	Course Number	Section

(If you are also withdrawing from a credit-bearing lab, please use a separate form.)

Reasons for this request:

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

### **Professor's Statement:**

\_\_\_\_\_ I approve the student's request      \_\_\_\_\_ I do not approve the student's request\*

\_\_\_\_\_ I approve the student's request with reservations

**Student's grade is:**      Withdraw Passing \_\_\_\_\_      Withdraw Failing \_\_\_\_\_

Comments:

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

### **Advisor's Statement:**

\_\_\_\_\_ I approve the student's request      \_\_\_\_\_ I do not approve the student's request\*

\_\_\_\_\_ I approve the student's request with reservations

Comments:

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

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