

<b>MANHATTAN COLLEGE</b> <b>RIVERDALE, NEW YORK</b>	<b>APPLICATION TO WITHDRAW FROM A COURSE</b>
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This section is to be completed by the student and then brought to the faculty member teaching the course from which the student wishes to withdraw. After the faculty member signs this application, the student must make an appointment with the Academic Advisor in the Office of the Dean of the School in which the student is majoring.

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<i>Last Name</i>		<i>First Name</i>	
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<i>School</i>		<i>Department</i>	
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I request permission to withdraw from the following course:

Department \_\_\_\_\_ Course Number \_\_\_\_\_ Section Number \_\_\_\_\_  
 Course Title \_\_\_\_\_ Faculty Member \_\_\_\_\_  
 Reason for Request \_\_\_\_\_ Last Day in Class \_\_\_\_\_  
 Athletic Team Member (YES)\_\_\_\_ (NO)\_\_\_\_ Team: \_\_\_\_\_

I understand that if I withdraw from this course, (1) I will not be entitled to a tuition refund; (2) I will have to repeat this course if it is a requirement in my program; (3) I may pay additional tuition in future terms; (4) I may not have the prerequisite for course(s) in future terms; (5) I may have to increase the length of time to complete the degree requirements; (6) I realize this change may adversely effect my financial aid status; (7) I may jeopardize my athletic eligibility.

_____ <i>Student's Signature</i>	_____ <i>Date</i>
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This section is to be completed by the faculty member teaching the course from which the student wishes to withdraw. After the faculty member signs this application, the student must make an appointment with an Academic Advisor in the Office of the Dean of the School in which the student is majoring.

*I am aware the above named student wishes to withdraw from this course.*

_____ <i>Faculty Member's Signature</i>	_____ <i>Date</i>
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ATHLETES: Signature of Athletic/Academic Advisor.

_____ <i>Brother Francis Bowers</i>	_____ <i>Date</i>
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Student has permission to withdraw from the class listed above.

_____ <i>Academic Advisor's Signature</i>	_____ <i>Date</i>
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*Deadline for course withdrawal is two weeks before the last day of classes*