Harcum College
Course Withdrawal

TO: REGISTRAR
FROM: ____________________________ (faculty member)

Date of last attendance: __________________________________________________________________________

______________________________________ (name of student)

has been a student in my course ____________________________ (course code, section, title)
during the term __________________________________________ (semester/year)

This student has requested withdrawal from this course. The Instructor recommends a grade of (please initial):

______ W grade only for period up to mid-term
______ WP withdraw, passing after mid-term
______ WF withdraw, failing after mid-term

_________________________________________ (Student’s Signature)
_________________________________________ (Program Director’s Signature)

_________________________________________ (Faculty Member’s Signature)
_________________________________________ (Department Chair’s Signature)

_________________________________________ (Dean’s Signature)

NOTE TO STUDENT: Withdrawal from courses may affect your Financial Aid status. See your Program Director for details.