



RECORDED COURSE WITHDRAWAL FORM

Registrar's Office

DO NOT USE THIS FORM IF YOU ARE WITHDRAWING FROM ALL OF YOUR COURSES.

If you are withdrawing from all of your courses, please begin the University Withdrawal process in Student Development, LRC 2.

Undergraduate students enrolled in a full-time course load cannot request to be withdrawn from their HPE course.

Instructions:

1. Fill in all requested information, entering lab, lecture, etc. if applicable.
2. Obtain necessary signatures and HAND DELIVER to the Registrar's Office.

Name: _____ Date: _____
Last First Middle Initial

Local Address: _____ Phone: _____

Student ID#: Z _____ ORU Email: _____

Birth date : _____ Major: _____

Classification: ☐ Freshmen ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student

Term: ☐ Fall ☐ Spring ☐ Summer Year: _____

I receive veteran's benefits. ☐ Yes ☐ No I am an international student. ☐ Yes ☐ No

I am a student athlete. ☐ Yes ☐ No

STUDENTS:

1. Obtain grade and instructor's signature.
2. Obtain approvals as noted below.
(Graduate students - Graduate Dean/International students - International Advisor/Financial Aid Representative - if receiving financial aid).

INSTRUCTORS:

1. Award the appropriate grade of "PASS" for passing (grades A, B, C, or D) or "FAIL" for failing (grade of F) in the grade column below.
2. Sign and date this form in the space provided adjacent to the appropriate course.

CRN #	COURSE #	COURSE NAME	GRADE (PASS/FAIL)	INSTRUCTOR'S SIGNATURE	DATE
_____	_____ - _____ - _____	_____	_____	_____	_____
_____	_____ - _____ - _____	_____	_____	_____	_____
_____	_____ - _____ - _____	_____	_____	_____	_____

I recognize that my withdrawing from the above course(s) may adversely affect my degree program and status.

Student's signature: _____ Date: _____

Advisor's signature: _____ Date: _____

International Advisor: _____ Date: _____
(International Students Only – Admissions)

Financial Aid Representative: _____ Date: _____
(Students Receiving Financial Aid Only – Financial Aid)

Dean's Approval: _____ Date: _____
(Graduate Students Only)