



RECORDED COURSE WITHDRAWAL FORM

Registrar's Office

DO NOT USE THIS FORM IF YOU ARE WITHDRAWING FROM THE UNIVERSITY

If you are withdrawing from the University, please begin the process in Student Development, LRC 2.

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: _____

Birthdate: _____ Major: _____

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

Term: ☐ Fall ☐ Spring ☐ Summer Year: _____

I receive veteran's benefits. ☐ 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 "WP" for passing
(grades A, B, C, or D) or "WF" for failing (grade of F)
in the grade column below. **Remember only "WF" grades
may be awarded after the deadline for Withdrawal while
Passing.**
2. Sign and date this form in the space provided adjacent to
the appropriate course.

CRN #	COURSE #	COURSE NAME	GRADE (WP/WF)	INSTRUCTOR'S APPROVAL	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)