



Division of Professional and Continuing Studies Request for Withdrawal from Credit Classes

Students should use UDSIS to DROP/WITHDRAW, or change grade status. Date _____

IF UNABLE TO COMPLETE ACTION ON THE WEB, COMPLETE TOP AND BOTTOM OF THIS FORM

Name: _____ Student ID: _____

Classification: _____ Address: _____

Please withdraw me from course(s): Fall ___ Winter ___ Spring ___ 1st Summer ___ 2nd Summer ___

Course(s): (1) _____ (2) _____

Reason: _____

REFUNDS are applicable and course(s) will be deleted from your permanent student record only if course(s) are dropped on or before the Free Drop/Add deadline. Refunds must be requested in UDSIS under Finances once credit is posted to your account.

WITHDRAWALS may be requested up to the Academic Penalty deadline. After that date a withdrawal can only be approved by your Assistant Dean (admitted students) or Counselor (CEND students), providing there are extenuating, documented circumstances.

ACADEMIC CALENDAR: Dates for the academic year can be found on www.udel.edu/registrar/cal/main.html

Please check one:

I am entitled to a refund. Refunds must be requested in UDSIS under FINANCES once credit is posted to my account or be held as credit in my student account.

I am dropping my course(s) AFTER Free Drop/Add deadline. I understand there is NO REFUND and a "W" (withdrawal) will appear on my permanent record.

FOR UD ONLINE DISTANCE LEARNING COURSES—

To drop or withdraw, this form must be handed in to the ACCESS Center, 850 Library Avenue, Newark, DE 19711 or faxed to the CE Credit Registration Office. If necessary students may call the CE Credit Registration office by the deadline to inform the University of their intent to drop or withdraw, but written verification is required.

Fax withdrawal form to:

CE Credit Registration Office
Division of Professional & Continuing Studies
(Call to verify receipt of fax.)

Phone: 302/831-8843
Long Distance ONLY: 1-800-597-1444
Fax: 302/831-4913

DVDs and CD-ROMs for online courses must be returned within one week to the Professional & Continuing Studies Resource Center, 850 Library Avenue, Newark, DE 19711-7174. Materials may be returned in person or by mail, at the student's expense. Students who do not return course media on schedule will have a registration hold placed on their student accounts for the replacement cost of the media, a minimum of \$50 per course, which must be paid by cash or check at the Professional & Continuing Studies Resource Center.

Note: The bottom portion of this form will be returned to the student as confirmation of either drop or withdrawal. Please keep it as a receipt. Please notify the CE Credit Registration Office if you have not received confirmation within 7 business days.

STUDENT SIGNATURE _____



Division of Professional and Continuing Studies Confirmation of Withdrawal Student Receipt

Name: _____ Semester: _____

Student ID: _____

Courses: (1) _____

(2) _____

OFFICE USE ONLY:

Processing Date: _____

Staff Signature _____