

COURSE WITHDRAWAL**WESTFIELD STATE UNIVERSITY
OFFICE OF THE REGISTRAR**☐ Fall ☐ Spring Year: _____

STUDENT'S NAME:	CLASS: FR SO JR SR
STUDENT ID:	DATE:

This form is used to withdraw from an individual course (one form per course). To withdraw entirely from the University please fill out a Withdrawal Clearance Form, available in the Course Achievement and Engagement Center.

CRN:	COURSE PREFIX:	COURSE NUMBER:	COURSE SECTION:
COURSE TITLE		INSTRUCTOR NAME (PRINTED)	

FACULTY SIGNATURE: _____ DATE: _____

ADVISOR SIGNATURE: _____ DATE: _____

For ENGL 0101 or 0204, you are required to obtain the signature of the Composition Coordinator or the English Department Chair

ENGLISH SIGNATURE: _____ DATE: _____

For FYJ courses, you are required to obtain the signature of the Executive Director of General Education and High Impact Practices

SIGNATURE: _____ DATE: _____

LAST DATE TO WITHDRAW: The official withdrawal dates are listed in the current undergraduate *Bulletin*.

ENROLLMENT STATUS: Withdrawing from a course will decrease your enrollment status. Students must be registered for a minimum of 12 credits for the University to certify a full-time enrollment status.

FINANCIAL AID: Students enrolled in less than 12 credits will not receive their Westfield State University merit-based scholarship while enrolled part-time. By choosing to enroll as a part-time student, in less than 12 credits, you may see a change in your Federal and State financial aid. Federal Direct Loans require at least half-time enrollment. To maintain Satisfactory Academic Progress (SAP) for continued financial aid eligibility, students must complete at least 67% of the courses all credits attempted during the academic year.

ATHLETICS: Please consult with the University's NCAA compliance officer to ensure your continued eligibility to play.

VETERANS: Please consult with Veteran's Affairs to ensure your benefits have not been affected.

STUDENT SIGNATURE: _____ DATE: _____

Students will receive a grade of 'W' on their academic transcript for this course.
A "W" is a non-punitive grade that is not used in calculating a student's quality point average.

To ensure that your records are being maintained as expected, please check your online academic record often.

Rev. 09/2025