Office of the Dean of Undergraduate & Graduate Studies

SPRING 2020 UNDERGRADUATE ADAPTED COURSE WITHDRAWAL FORM – EMAIL

May 1, 2020 Revised Deadline: All forms must be submitted to academicdean@providence.edu

STEP 1: STUDENT ACKNOWLEDGEMENTS

- **All Students**: I understand that withdrawing from this course will result in a grade of WD on my transcript. Additionally, my progress toward degree completion is likely to be impacted by the loss of these credits and could affect my financial aid. I remain bound by the College’s graduation requirement of a minimum of 120 earned credits. Normally, students are permitted to withdraw from one course only per semester.

- **Scholarship Students**: If you are a scholarship recipient (St. Catherine; St. Dominic; St. Thomas; St. Joseph; Albertus Magnus; Roddy; New York Alumni; Forand; Fenwick; Boyko; MLK; St. Juan Macias; Cunningham; and Stride Family - Pelkington & Sister Gail Himrod), you must maintain full-time status (**12 credits per semester**). Please discuss this matter with your class dean.

- **Student Athletes, International Students or ROTC Students**: If you are a **student athlete, international student, or ROTC cadet** you must obtain additional email approval as withdrawing from a course can adversely affect your status.

**Step 2: EMAIL CONSULTATION WITH COURSE INSTRUCTOR**

You must confer with the relevant course instructor via email and include the instructor’s email acknowledgement with this form.

**COPY/PASTE Course Instructor Email Here:**

**Step 3: PROVIDE THE FOLLOWING INFORMATION**

1. Student Name:
2. Student Last Four Digits of Banner ID:
3. Student Major:
4. Student Class Year:
5. Student Cell Phone:
6. Course Title & Number (example: ENG 175 – Introduction to Literature):
7. (CRN) Four Digit Course Registration Number– found in Cyberfriar:
8. State the reason you wish to withdraw from course:

9. **Student Athletes**: Include email confirmation from the Academic Coordinator for Student Athletes, OAS.
10. **International Students**: Include email confirmation from the Director for International Student Success, Dr. Janet Ray (jray@providence.edu).
11. **ROTC**: Include email confirmation from ROTC representative.

If you need guidance on the course withdrawal process, please contact your class dean via email.
Class of 2023 wingram@providence.edu | Class of 2022 jray@providence.edu | Class of 2021 jgemma@providence.edu | Class of 2020 dgodin@providence.edu