

**FAYETTEVILLE STATE UNIVERSITY
THE GRADUATE SCHOOL
COURSE WITHDRAWAL REQUEST FORM**

Instructions

- Complete, save and email this form from your FSU mail account to cw@uncfsu.edu and copy your instructor and advisor. *You must use your FSU email account, as other email accounts will not be accepted, opened or processed.*
- Your instructor and advisor must send an email (reply all) to cw@uncfsu.edu, approving the request. *Please note the Office of the Registrar will not process this request without an email approval from both your instructor and advisor.*
- It is the responsibility of the student to ensure that the Registrar’s Office has received all approvals before the deadline to withdraw from classes. The Office of the Registrar cannot process class withdrawals after the deadline (even if the student submits the email before the deadline but the approvals arrive after the deadline.)

To withdraw from all classes

- **Do not use this form to withdraw from all the classes in which you are currently enrolled, even if you are enrolled in only one class. You must withdraw from the university: complete the University withdrawal form.**
- Please contact the Center for Personal Development at 910-672-1222.
- If you withdraw from the university, you are eligible to re-enroll the next semester without applying for readmission. If you do not enroll the next semester, you must apply for readmission.

Registration Term: Fall _____ Spring _____ Summer I _____ Summer II _____

Last Name: _____ First Name: _____ MI: _____

Banner ID: _____ FSU Email Address: _____

I am requesting to withdraw from the classes below:

Course Number	Course Name	Section	Instructor’s Signature

Are you a Veteran: Yes ___ No ___ If yes, submit completed form to Veteran Affairs Coordinator.

Instructor and Advisor Email Approval

By emailing this form back to the Office of the Registrar, I am certifying my approval for the above named student to withdraw from the indicated course(s).

Student Request by Email

By emailing this form back to the Office of the Registrar, I am requesting to be withdrawn from the above named course(s).