



## WILLIAM & MARY Graduate Arts & Sciences

### Request to Drop or Withdraw from a Course Form

Use this form to drop a course or withdraw from a course. Use one form per course.

**drop or withdraw from a course:** Up until the ninth week of classes, the course is dropped (removed) from the student's record. After the end of the ninth week of classes, the instructor should indicate "W" on the form if the student is passing and should be awarded a "W" (withdrawal) when the form is signed and dated. If the student is not passing, the instructor should indicate "NP" on the form and assign a grade of "F" in Banner.

**Withdrawal from all courses:** Until the ninth week of classes a "W" (withdrawal) will be placed on the record. After the end of the ninth week of classes, the instructor should indicate "W" on the form if the student is passing and should be awarded a "W" (withdrawal) when the form is signed and dated. If the student is not passing, the instructor should indicate "NP" on the form and assign a grade of "F" in Banner. You must use a separate form for each course.

International students should consult with a Reves Center advisor before submitting this form if dropping or withdrawing from courses will drop the number of registered hours below nine credits.

#### Instructions

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Signatures required before returning the form:

- Student
- Course instructor
- Director of Graduate Studies or Chair/Program Director of the student's graduate program.

Note: The Director of Graduate Studies may attach comments or reasons for the changes requested; for any retroactive changes (i.e., changes after the end of the semester or for a previous semester), the DGS *must* attach an explanation, as well as grades when applicable.

For timely processing please ensure that this form is completed correctly and is received by all necessary stakeholders (program administrators must receive a copy for tracking purposes). Please confirm that the correct email address is entered for each recipient. If you are unsure of correct contact information for any recipient, feel free to reach out to your program for assistance.

Deadline: Form is due before the last day of classes.

Use your W&M email account when submitting forms to the OGS.



WILLIAM & MARY  
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES  
Blow Memorial Hall (Suite 326), 262 Richmond Road  
757-221-1966 | dean-gsr@wm.edu

## Request to Drop/Withdraw from a Course

Student's Name: William Brown Banner ID #: 939999999

Dept./Program: History Degree:  M.A.  M.S.  M.P.P.  Ph.D.

Year: 2024 Semester:  Fall  Spring  Summer

Course Title: Special Topics: History

Course CRN# 12345 Dept./Prog. HIST No. 715 Section: 01 Credits: 3

Type of request: Drop  Withdrawal

Will you be dropping or withdrawing from more than one course? Yes  No   
*If yes, complete a form for each course you need to drop and/or withdraw from.*

*I request permission to drop/withdraw from the course listed above.*

\_\_\_\_\_  
Student Signature Date

Indicate the appropriate code (see instructions): W  NP

\_\_\_\_\_  
Course Instructor: Print Name | Signature Date

\_\_\_\_\_  
Director of Graduate Studies or Chair/Program Director: Print Name | Signature Date

**OGS:** Student full-time after proposed change?  
 Yes  No

\_\_\_\_\_  
Assistant Dean for Graduate Studies Signature Date

Distribution:  Reves (if applicable)

Graduate Registrar \_\_\_\_\_