Course Withdrawal Form

Student Name: FNU ID:

Specialty Track: Class Number:

**Instructions to Request a Course Withdrawal:**

1. Consult with your Course Coordinator
2. Consult with your Professional Advisor
3. **After Add/Drop until the 56th day of term**:

* Email completed form to Course Coordinator, Advisor, Registrar, and Associate Dean or Program Director.
* Registrar will notify all parties when the course withdrawal is processed.
* Course withdrawals before/on 56th day of the term are assigned a grade of “W.”

**After 56th day of term**:

* Email completed form along with documentation of serious and compelling reason to Course Coordinator, Advisor, and Associate Dean or Program Director for consideration.
* Associate Dean will notify all parties of the decision.
* Registrar will notify all parties when the course withdrawal is processed.
* Course withdrawals after 56th day of the term are assigned a grade of “WF” unless documentation of serious and compelling reason is approved, in which case the grade assigned is a “W.”

1. Email this form to the Course Coordinator, Registrar, Academic Advisor and appropriate Associate Dean or Program Director below:

Course Coordinator: see course syllabus CNEP & WHNP Associate Dean: [tonya.nicholson@frontier.edu](mailto:tonya.nicholson@frontier.edu) Registrar: [registrar@frontier.edu](mailto:registrar@frontier.edu) FNP Associate Dean: [lisa.chappell@frontier.edu](mailto:lisa.chappell@frontier.edu)

Academic Advisor: see MyProfile in Portal PMHNP Program Director: [heather.shlosser@frontier.edu](mailto:heather.shlosser@frontier.edu)

Bridge Program Director: [jacqueline.brooks@frontier.edu](mailto:jacqueline.brooks@frontier.edu)

DNP Program Director: [joan.slager@frontier.edu](mailto:joan.slager@frontier.edu)

|  |  |  |  |
| --- | --- | --- | --- |
| Year: Term: | | | |
| Course # | Course Title | Name of Course Coordinator | Credit Hrs |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Credits: | | |  |

I understand the following FNU policies regarding course withdrawal:

1. Students are allowed access to a specific course only twice; if a student fails the course in second attempt, s/he will be dismissed from Frontier.
2. Students are allowed a maximum of three course withdrawals. Withdrawal from a fourth course will result in review by the Administrative Team for possible dismissal.
3. Students who withdraw from a course at any time in the term, for any reason, after the add/drop period will be charged full tuition for a course retake when they re-enroll in the course.
4. Students must make reasonable and timely advancement toward completion of their degree or certificate. This is known as Satisfactory Academic Progress (SAP). Course withdrawal may adversely affect a student’s SAP, which in term may impact financial aid.

I have read the section on “Withdrawal from a Course” in the Student Catalog.

**Student Signature:** **Date:**

*\*Digital submission from FNU email constitutes as a signature.*