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. **Day 10-56th 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 Profile in Portal PMHNP Program Director: [heather.shlosser@frontier.edu](mailto:heather.shlosser@frontier.edu)

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

DNP Program Director: [deborah.karsnitz@frontier.edu](mailto:deborah.karsnitz@frontier.edu)

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| --- | --- | --- | --- |
| Year: Term: | | | |
| Course # | Course Title | Name of Course Coordinator | Credit Hrs |
|  |  |  |  |
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|  |  |  |  |
| 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 are financially liable for all registered courses once the add/drop period expires. Withdrawing from a course will not result in a refund of tuition/fees. Students will be charged full tuition/fees for a course retake.
4. Students must make reasonable and timely advancement toward program completion. This is known as Satisfactory Academic Progress (SAP). Course withdrawal may adversely affect a student’s SAP, which may impact financial aid.
5. This form is used to withdraw from an individual course(s). There is a separate process to withdraw from the university.

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.*