



Course Withdrawal Form

Name: _____ Specialty Track: _____ FNU ID: _____
Academic Advisor: _____ Term & Year: _____ Class #: _____

Instructions to Request a Course Withdrawal:

- 1) Consult with your Course Coordinator
- 2) Consult with your Academic Advisor
- 3) **Day 10-56th day of term:**
 - Email completed form to Course Coordinator, Advisor, Registrar, and Department Chair 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 Department Chair or Program Director for consideration.
- Department Chair 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."

- 4) Email this form to the Course Coordinator, Registrar, Academic Advisor and appropriate Department Chair or Program Director below:

Course Coordinator: see course syllabus

Registrar: registrar@frontier.edu

Academic Advisor: see Profile on the Banyan Tree Portal Page

CNEP & WHNP Interim Department Chair: eileen.thrower@frontier.edu

FNP Department Chair: lisa.chappell@frontier.edu

PMHNP Department Chair: jess.calohan@frontier.edu

DNP Program Director: khara.jefferson@frontier.edu

Year:		Term:	
Course Name and #	Course Title	Name of Course Coordinator	Credit Hours
Total Credit Hours:			

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: _____