



# ONLINE - Single Course Withdrawal Form

## Section 1: Instructions

1. If this single course Withdrawal brings you to zero credit hours this term, you must instead complete a **University Withdrawal or Leave of Absence Form**
2. Course Withdrawals can affect your financial aid eligibility - it is your responsibility to contact your financial aid counselor to discuss impacts to your eligibility *prior* to submitting this course withdrawal. Email questions to [onlineFA@loyno.edu](mailto:onlineFA@loyno.edu)
3. Complete all fields - forms completed and signed electronically are preferred to printed copies
4. Return completed forms to:  
NON-NURSING STUDENTS - return to [registrar@loyno.edu](mailto:registrar@loyno.edu)  
NURSING STUDENTS - return to [nursing@loyno.edu](mailto:nursing@loyno.edu)

## Section 2: Student & Course Information

NAME (Last, First)

CWID

Term

Year

Subject (e.g. ENGL)

Course # (e.g. A100)

Section (e.g. 001)

Instructor NAME

Instructor EMAIL

@loyno.edu

Explain reason for Withdrawal:

## Section 3: Student Statement & Signature:

*I acknowledge that the above information is accurate and I understand that the withdrawn course listed above will reflect a grade of "W" on my transcript. I understand that this may affect my degree progress, financial aid, veteran's benefits, and/or other areas. I have researched these issues and understand the possible implications of this action.*

Signature

Date

*(Utilize "Fill & Sign" or "Sign Document" option in Adobe to add signature)*