

Course Withdrawal Form

Complete this form to withdraw from a course. It is recommended that you discuss your decision to withdraw with your Academic Advisor before completing this form. Any tuition refund will be in accordance with the standard UIU drop/refund policy, which can be found in the current [University Catalog](#).

Student Name: _____ Student ID # _____

Academic Year	Session:	Fall		Spring		Summer		Self-Paced	
		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	Start Month:	

I am requesting to withdraw from the following course(s):

Course Location	Course Code (e.g. ENG 101)	Section (e.g. 1A)	Course Title	Credit Hours

If you have withdrawn from all of your classes for the first session of the semester (sessions 1, 3, or 5), you must complete an Intent to Return form to remain eligible for financial aid funds in the upcoming session.

1. Log in to your [myUIU](#) portal
2. Click Finances at the top
3. Click Financial Aid at the left
4. Click Intent to Return at the left

Failure to complete the Intent to Return form within 7 days of withdrawal from classes may result in cancellation of future aid.

Form Completed By:

Self _____ Today's Date: _____
Student Signature (*Signature not required if submitting this form via email*)

Staff _____ Today's Date: _____
Staff members, enter your name if you are completing the top portion of the form

Students: Return this form in one of the following ways:

1. Save the completed form as a pdf and email it to coursewithdrawals@uiu.edu
2. Or if you have printed the form, scan and email it to coursewithdrawals@uiu.edu or return it to any UIU location.

FOR CENTER/ONLINE STAFF

Course Code (e.g. ENG 101)	Verified Last Date of Attendance in Course*			Select a withdrawal type (if known) for each course listed above				
	Face-to-face (if applicable)	Online (If applicable)	Overall Last Date	Drop	New Student NA (Drop)	NA (Never Attended)	W (student attended & initiated withdrawal)	AW (faculty initiated)
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Initiated? Yes No

* Face-to-face/Video Conference Courses: Enter the last date of in person or video conference attendance from your records (or note Drop/NA). SEC staff will determine the online and overall last date of attendance for all courses with online components.

Advisor Name: _____ Date Notified: _____

FOR SEC STAFF

SEC staff member entering withdrawal: _____ Date Processed in Jenzabar: _____

UIU Staff: Submit this form to coursewithdrawals@uiu.edu for processing.