



DROP with "W"

OFFICE OF THE REGISTRAR

Courses may be dropped using Banner Self Service during the first two weeks of the semester or quad with no transcript notation. After the second week, all courses dropped will be recorded as W (withdrawal). Use one form for each course being dropped. Submit this form with approved signatures to registrar@wheaton.edu. It is the student's responsibility to discuss with Academic Advising regarding implications of course drops or with Student Financial Services regarding financial aid.

If you are interested in withdrawing from all classes and the College, please go to "How to Withdraw or Cancel Enrollment" instead.

Student ID: _____ Last Name: _____ First: _____

Class: Fr So Jr Sr Grad PhD PsyD Special Auditor

COURSE TO BE DROPPED:

CRN: _____ Subject: _____ Course #: _____ Section #: _____ Credits: _____

A Quad B Quad Full-Term Instructor: _____

Title: _____

Reason for change:

Student Signature: _____ Date: _____

Undergraduate Only:

Advisor's Approval: _____ Date: _____

(Required for undergraduate students after 2nd week of course)

Departmental Approval: _____

(Required ONLY if dropping laboratory science, military science, student teaching, internships, independent study or private music lessons (Conservatory Office))

To be completed by the Office of the Registrar:

Course dropped on record: _____ Date: _____

W grade if after second week Billing Hours after Change: _____

Senior Student (Notify Academic Advising) Credit Hours after Change: _____