Course Withdraw Request

T#: ___________________ Name ___________________ Semester: ☐ Fall ☐ Spring Year: ________

<table>
<thead>
<tr>
<th>CRN</th>
<th>Department</th>
<th>Course Number</th>
<th>Credits</th>
<th>FC/HC/CC</th>
<th>Title</th>
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</thead>
</table>

1. **When do you plan to graduate?** ☐ December & Year _______ ☐ January & Year _______ ☐ Spring & Year _______

   Please verify with the Office of the Registrar that withdrawing from a course in your senior year will not adversely affect your eligibility to graduate or march at commencement.

2. **Are you an international student with an F-1 visa?** ☐ Yes ☐ No

   If yes, you must first meet with the Director of the International Student Resource Center and obtain their signature.

   Signature of Director: ___________________ Date: ____________

3. **Are you a student athlete?** ☐ Yes ☐ No

   If yes, please see back of this form for how withdrawing from a course may affect your eligibility to participate in a sport.

4. **Advisor Approval:** Meet with your Advisor and obtain their signature.

   Signature of Advisor: ___________________ Date: ____________

5. **Student Authorization:** I have read the policies on the reverse side of this form and understand the implications of withdrawing from this course(s).

   Signature of Student: ___________________ Date: ____________

**Withdrawal Grades:** Withdrawal Grades: A student may withdraw from a class between the end of the Add/Drop period and the last day of the eighth week of classes (last day of the fourth week of classes for modules). If a student withdraws from a class, the notation W (Withdrawn; no indication of passing or failing) will be entered on the student’s transcript. W grades do not affect the GPA calculation. After the end of the eighth week of classes (fourth week for a module course), the withdrawal grade is no longer an option. Thus the student will earn either a letter grade or P/NP. The number of registered credits is not reduced by withdrawing from a course. Thus, students must remain within the maximum courses/credits allowed (five courses/20 credits, with permission, for the Bachelor of Arts; 24 credits for the Bachelor of Music; and 26 credits for the double-degree program), if there is consideration of withdrawing from one course and adding another during the semester.

**Athletic Eligibility:** To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, which is 14 credit hours at Oberlin College. A student-athlete no longer shall be considered enrolled in a minimum full-time program of studies (after dropping a course that places the student below full-time status) when the dropped course becomes official in accordance with procedures determined by the institution for all students. A student-athlete who is adding a course to reach full-time status shall become eligible for practice and competition once the courses has been approved by the appropriate department head (or designated representative) and submitted to the registrar.

**Important Reminder about Academic Standing:** The College of Arts and Sciences have standards for good academic standing; the complete policy is explained in the online Oberlin catalog. A brief summary of the policies is provided below:

**For Students in the College of Arts and Sciences** There is a minimum level of accomplishment each semester to maintain good academic standing. (1) Students in the first semester must pass at least three full academic courses or the equivalent; students in each subsequent semester must pass no fewer than three and one half full courses per semester of which three must be full academic courses or the equivalent. The remaining half course may be another academic course or the equivalent in co-curricular courses. AP, IB, or other courses earned prior to or after matriculation at Oberlin cannot be used to make up for a failed course for the purpose of academic standing. (2) Students must maintain a minimum cumulative GPA of 1.67 to be in good academic standing. Students who at the beginning of a semester need fewer than 3.5 full courses to graduate are required to complete only the number of courses necessary for graduation but permission to study part time must be obtained before the end of add/drop. The Academic Standing Committee reviews the records of students whose achievement in a given semester falls below the established minimum; for details, please see the online Oberlin catalog; the chart indicates the possible academic standing sanctions that serves as guidelines for the initial review of a student’s record. **For Students in the Conservatory of Music (and Double Degree students)** The Conservatory of Music Academic Standing Committee reviews the academic progress of Conservatory students, including double degree students, at the end of every semester. Conservatory students are expected to enroll full-time in the Conservatory each semester, to pass a minimum number of credits, and to progress toward completion of one or more Conservatory majors at a rate consistent with the recommended distribution of requirements for each major. Students who pass the required minimum number of credits and who are progressing satisfactorily toward completion of a major are considered in good academic standing: (1) All students must earn a minimum of 16 credits each semester; (2) Students who need fewer than 16 credits to graduate are required to complete only the credits required for graduation, and (3) Students must maintain a minimum cumulative GPA of 1.67 in addition to completing the required minimum number of credits.