

1. Go to
<https://www.samford.edu/departments/registrar/forms>

2. Scroll down to **Course Withdrawal**
~~Pass/Fail~~ and click
“On-line” button

Course Withdrawal

The course withdrawal form is for students withdrawing from one or more (but not all) courses in the current semester/term.

Signatures Required

Student, advisor, instructor(s) of course(s) being dropped.

Student-Athlete Requirements

If the student is an athlete, a representative from the Athletics Department must also sign the form. Student-athletes who drop below full-time risk losing eligibility to compete, practice, or participate in any athletic-related activities.

Drop/Add Process

For any student, dropping below full-time status could impact financial aid, scholarships, and/or insurance coverage. Students can add/drop courses via the Web through the last day to add or drop--without financial penalty—for that semester. After that deadline, they will be required to complete a Course Withdrawal Form and bring the completed and signed form to the Office of the Registrar for processing. Pay close attention to deadlines as noted in the academic calendar.

GPA Affect

Withdrawing from a course prior to the deadline for withdrawing without Academic Penalty does not affect a student's GPA. A "W" will appear on the transcript for the class from which he/she withdrew. Withdrawing from a course after the deadline for withdrawing without Academic Penalty does affect a student's GPA. A "WF" will appear on the transcript for the class from which he/she withdrew. Please consult the Academic Calendar for the withdrawal deadline for the current semester/term.

Withdrawing from All Courses

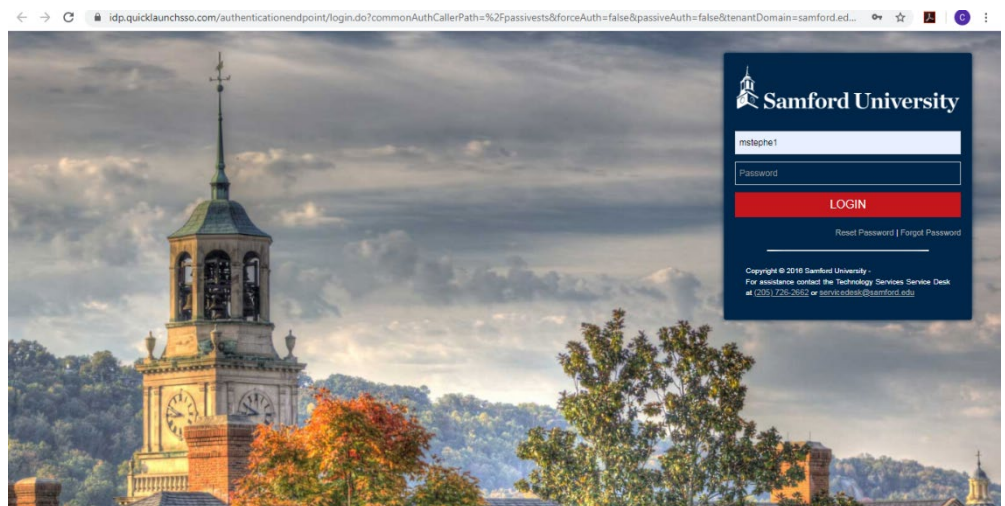
Students will not be able to withdraw completely from all courses via the Web. Students who wish to withdraw completely from the semester must complete a Withdrawal Request and mail, fax, or deliver in person the form to the Office of the Registrar. (Please see the instructions on withdrawing for more information. Some students are required to withdraw through their respective schools.)

On-line Form



Samford University
800 Lakeshore
Birmingham

3. Log into your
Samford Account



3. Fill out the form

- If you are an International student, please be sure to select the box under student information
- If you are an athlete, please be sure to select the box under student information
- Select your primary advisor:
 - Russell, Jessica
 - Cartledge, Barbara
 - Stephens, Mary (Ms. Claire Stephens)

COURSE WITHDRAWAL

(This form should not be used to withdraw from all courses)

Note: You will remain financially liable if you are a recipient of any type of scholarship, veteran's benefits or financial aid. Please speak with the appropriate representative at the One Stop Office in Student Financial Services regarding the adverse effects of withdrawing.

Student Athletes: If you drop below full-time you risk losing eligibility to compete, practice or participate in any athletic-related activities. Athletic Advisor's signature required.

International Students: Withdrawing from a course may affect your visa status. International Advisor's signature required.

Student Information

Name	<input type="text" value="Claire Stephens"/>	Student ID#	<input type="text" value="900202976"/>
Phone	<input type="text"/>	Email	<input type="text" value="mstephe1@samford.edu"/>
Semester	<input type="text"/>		
Year	<input type="text" value="-- Please Select --"/>		
<input type="checkbox"/> Check this box if you are an athlete			
<input type="checkbox"/> Check this box if you are an international student			

Step 1. Select Your Primary Advisor

First, view your Primary Advisor and Course details on your [Banner My Courses](#) page. Be sure to identify your primary advisor and record the CRN and section info in Step 3 below.

Choose from the following list

3. Fill out Step 2 and 3

- The CRNs and section numbers for your courses can be found under “student detailed schedule” or the “my courses section” in Banner

Step 2. Please answer the following:

Number of hours remaining after withdrawal

Enter hours:

Will withdrawing from the course(s) put you below full-time status? (A minimum of 12 credit hours is full-time for an undergraduate)

☐ YES

☐ NO

Are you planning on graduating this semester?

☐ YES

☐ NO

Step 3. Courses requested to withdraw:

CRN <input type="text"/>	SUBJECT <input type="text"/>	COURSE# <input type="text"/>	SECTION# <input type="text"/>
CRN <input type="text"/>	SUBJECT <input type="text"/>	COURSE# <input type="text"/>	SECTION# <input type="text"/>
CRN <input type="text"/>	SUBJECT <input type="text"/>	COURSE# <input type="text"/>	SECTION# <input type="text"/>
CRN <input type="text"/>	SUBJECT <input type="text"/>	COURSE# <input type="text"/>	SECTION# <input type="text"/>

Advisor Signature Section

Signature of Advisor

Date

Note: Withdrawing from a course prior to the deadline for withdrawing without Academic Penalty does NOT affect your GPA. A "W" will appear on your transcript for the class from which you withdrew. Withdrawing from a course AFTER the deadline for withdrawing without Academic Penalty, DOES affect your GPA. A "WF" will appear on your transcript for the class from which you withdrew. See the academic calendar for deadlines <http://www.samford.edu/departments/registrar/>

5. Electronically sign the form

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Claire	Stephens
<input type="text"/>	<input type="text"/>
Previous	Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.
[Opt out and print](#)



Thank you! Your form has been submitted.

[View Form PDF](#)

6. You will receive a confirmation that the form has been submitted