



Office of the Registrar

Hepburn 214

Email: [Registrar@njcu.edu](mailto:Registrar@njcu.edu)

Website: <https://www.njcu.edu/registrar>

Phone: 201/200-3334

Fax: 201/200-2062

### WITHDRAWAL REQUEST FORM

<b>(PRINT) LAST NAME</b>	<b>FIRST NAME</b>	<b>STUDENT ID NUMBER (GothicNet ID#)</b>	<b>SEMESTER/YEAR</b>
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**Undergraduate**

**Graduate**

If change of address is required, log onto GothicNet and complete change of address online or complete the "Change of Personal Data Form" located outside of Registrar's Office, H-214. After office hours place form in mail slot on door of H-214.

**NOTE TO STUDENTS:**

It is the student responsibility to be aware of any credit load restrictions associated with special programs, financial aid benefits, athletics, etc. A student may officially withdraw from a course and receive a final grade of "W" by completing this form and submitting it to the Registrar's Office. The official date of withdrawal is the date on which the form is received in the Registrar's Office. **THE FINAL DEADLINES FOR THE OFFICIAL WITHDRAWAL ARE: A) NOVEMBER 15<sup>TH</sup> FOR FALL SEMESTER, B) APRIL 15<sup>TH</sup> FOR SPRING SEMESTER and C) SUMMER SESSION: SEE SPECIFIC SEMESTER CALENDAR FOR DATES.**

A student who does not officially withdraw (according to above regulations) and does not complete the course work, will be issued a final grade of "F".

**FILL IN CLASS NUMBER AND COURSE TITLE:**


<b>REGISTRAR'S OFFICE USE ONLY:</b>	
_____ YES	_____ NO "W" grade granted
_____ YES	_____ NO 50% Reduction of charges
_____ YES	_____ NO Refund
Registrar's Staff Initials <span style="float: right;">Date</span>	

\_\_\_\_\_  
Dean/Instructor Signature (as required)

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Email (Required)

CC: Original - Registrar Office  
Copy - Student