

Office of the Registrar Hepburn 214

Email: Registrar@njcu.edu

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

Phone: 201/200-3334 Fax: 201/200-2062

1. Use Adobe Acrobat Reader DC to complete this form. If needed, this can be downloaded from Adobe.com for Free.

2. All fields with a red box are required.

3. Once form is completed, click on the SUBMIT button and the request will be emailed to registrar@njcu.edu. If errors are encountered, save the PDF form and either email registrar@njcu.edu or fax: 201-200-2062.

WITHDRAWAL REQUEST FORM

(PRINT) LAST NAME	FIRST NAME	STUDENT ID NUMBER (GothicNet ID#) SEMESTER/YEAF
Undergraduate	Graduate	If change of address is required, log onto GothicNet and complete change of addre 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:		
A student may officially withdr The official date of withdrawal i	aw from a course and receive a finds the date on which the form is rec	ctions associated with special programs, financial aid benefits, athletics, etc. al grade of "W" by completing this form and submitting it to the Registrar's Office. reived in the Registrar's Office. THE FINAL DEADLINES FOR THE OFFICAL PRIL 1 ST FOR SPRING SEMESTER and C) SUMMER SESSION: SEE SPECIFIC SUMMER
SESSION CALENDAR FOR DATES		
A student who does not official	ly withdraw (according to above re	gulations) and does not complete the course work, will be issued a final grade of "F".
FILL IN CLASS NUMBER AND	COURSE TITLE:	
	-	
		REGISTRAR'S OFFICE USE ONLY:
		YESNO "W" grade granted
		YESNO 50% Reduction of charges
		NO Refund
		Registrar's Staff Initials Date
Dean/Instructor Signature (as	required)	Student Email (Required)
		Student Signature Date
		(Type your name as your signature on the line above.)
		(Type your name as your signature on the line above.)