

NAME		ID NUMBER	
DATE		TERM	

Read and follow the instructions carefully:

1. Complete student ID, term, name, and date sections; list the course information and credits.
2. Instructor, advisor, and student signatures are required. This form is not complete until all required signatures have been secured.
3. Return the completed form personally for immediate processing to the Registrar's Office between 8:00 am and 4:30 pm Monday through Friday, or by appointment. **Forms will not be accepted through the mail.**
4. For students receiving financial aid, dropping below 12 credits during the refund period (first 5 weeks of class) or below 6 credits any time, has implications. Please contact the Financial Aid Office or Registrar's Office for details. Veterans, athletes*, international, and probationary students should be aware of guidelines affecting their course loads. No changes will be made to your schedule until this form is completed and returned to the Registrar's Office. Please feel free to contact the Registrar's Office by email at registrar@northland.edu or by phone at (715) 682-1227 if you have any questions or concerns about withdrawing from a course.

Reason for Course Withdrawal: _____

DEPT.		COURSE #		SECTION	CR	INSTRUCTOR SIGNATURE	DATE LAST ATTENDED

* STUDENT SIGNATURE:		DATE:	
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*By signing above I understand that if I am a **student athlete** and I drop below 12 credits I am immediately ineligible to participate in practice and games. I also understand, **as a Northland student**, the consequences of withdrawing from a course and what, if any, impact it may have on my ability to graduate on time.

ADVISOR SIGNATURE:		DATE:	
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FOR REGISTRAR'S USE ONLY	
Date Processed:	
Initials:	