Students may withdraw from all courses during the first half of the semester via SOLAR. This form is to be used ONLY if SOLAR is not accessible to the student. This form can only be used during the first half of the term. A Late Withdrawal Petition must be submitted to Academic Actions for all requests to withdraw after the deadline. Read Withdrawal Policy below.

WITHDRAWAL POLICY

A student may withdraw from the university during the first half of the semester. The Registrar's Office will determine comparable deadlines for courses less than a semester in length. After withdrawal, no record will be kept of a student's grade in his/her courses for that semester. After the deadline, but before the last day of instruction in that semester, a student may request permission to withdraw only for extraordinary non-academic reasons. Any such request must be submitted to the Academic Actions Committee Liaison, currently the Director of Advising in the Advising Center (WYLL D175). The request must include a written explanation of the circumstances leading to the request. Students may not request a withdrawal from a completed semester.

<table>
<thead>
<tr>
<th>Withdraw Term:</th>
<th>Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>First Name:</td>
</tr>
<tr>
<td>Student ID#:</td>
<td>Phone Number:</td>
</tr>
</tbody>
</table>

Check withdrawal deadlines!!
This request can only be submitted during the first half of the semester.

Non-attendance does not constitute withdrawal. Students should not rely on UW-Parkside (or individual instructors) to drop them from classes they are not attending; it is the student’s responsibility. Withdrawing from classes does not remove obligation to pay tuition and fees. Processing this request may produce a balance owed. It is the student’s responsibility to contact the Cashier’s Office to inquire about their financial account status.

_________________________________________  ________________
Student’s Signature      Date

Submit form via email, fax, or postal mail. Withdrawal will be effective as of the date the form is received in the Office of the Registrar.

2/14