

Undergraduate Course Withdrawal Form

Rhode Island College Records Office

Course Withdrawal Policy

After the add/drop period has ended, students may withdraw from a course through the end of the course withdrawal period (see deadline on [academic calendar](#)). Course withdrawals are not eligible for a refund of tuition and fees. *Note: Students in the Bachelor of Professional Studies (BPS) program should refer to the [BPS academic calendar](#) for specific deadlines.*

After a course withdrawal is processed, a "W" will be entered for the course on the student's transcript. *Note: W's do not affect the GPA. No credits will be EARNED, but will count towards ATTEMPTED credits.*

Complete the student section, then have your instructor complete and sign the instructor section, and email to coursewithdrawal@ric.edu by the course withdrawal deadline. *Note: if you are unable to obtain the instructor's signature, please see the Instructor's Chairperson for their signature.

Student Section

<input type="text"/>		<input type="text"/>	
Student's Full Name		Student ID Number	
I request to be withdrawn from:			
<input type="text"/>		<input type="text"/>	<input type="text"/>
Course Title		Course Number	Section Number

Student Acknowledgement

Students are strongly urged to talk to their advisor and the course instructor before withdrawing from a course. Students in the following groups are STRONGLY advised to contact the appropriate office prior to withdrawing from a course to ensure there are no unintended consequences:

- Financial Aid Recipients: Contact Financial Aid, Building #3, 401-456-8033, financialaid@ric.edu, [Find Your Financial Aid Counselor](#)
- Veterans Benefits Recipients: Contact Veterans Resources, Student Union Room 422, 401-612-3470, [Military Resource Center](#)
- Student Athletes: Contact your [Athletic Compliance Officer](#)
- International Students (F & J Student Visas): Contact [Lehidy Frias](#)
- HOPE Scholarship Eligibility: Contact HOPE@ric.edu

I promise to pay Rhode Island College, its agents or contractors, any indebtedness which I have incurred due to this course withdrawal. Additionally, I realize that a course withdrawal may affect certain federal and state benefits, various financial aid programs and Satisfactory Academic Progress requirements.

I have read and understand the Student Acknowledgement section. By checking the box and signing this form, I hereby authorize RIC to withdraw me from the course listed above.

<input type="text"/>	<input type="text"/>
Student Signature	Date

Instructor Section

I acknowledge that the student and I have discussed their decision to withdraw from this course, and that the course information and last date of attendance are correct. *Note: for online/hybrid courses, please use last date of log-in to LMS.

Student's Last Date of Attendance	<input type="text"/>
<input type="text"/>	<input type="text"/>
Instructor or Department Chair Signature	Date