PARTIAL WITHDRAWAL FORM  
(Without Academic Penalty Before the Withdrawal Deadline)  
Office for Undergraduate Education  
Emory College of Arts and Sciences  

To be completed by the student (please print):  

Name ___________________________ (last) ID# (7-digits) ____________________  

First initial(s) ___________________ Middle initial(s) ___________________  

Best contact phone number (______) ___________________  
E-mail address ___________________________  

Number of credit hours in which you are enrolled, prior to any withdrawal  
(Must adhere to rules regarding minimum full-time status of 12 credit hours after this withdrawal)  

Term & year of requested withdrawal □ Fall □ Spring □ Summer 20 __________  

Information regarding the course from which you request the withdrawal:  

Course # ____________________________, Section ____________________________  
Class # ____________________________  

Number of credit hours of course (normally 4) ______________  

Instructor’s name ________________________________  

Primary reason for W request 1. illness/medical  2. lack of interest  3. poor fit with instructional methods  
4. inadequate background knowledge  5. balancing my course load  6. other (specify) (circle one)  

I confirm that I am responsible for understanding the implications of a partial withdrawal for my degree progress, academic standing and financial obligations as a student, and I attest that all information supplied with this petition is in accordance with the Emory College Honor Code. I also understand that a withdrawal cannot be completed until this form is certified by the Office for Undergraduate Education as meeting College policy.  

___________________________________ _____________________  
(Student’s Signature) (Date)  

*** As signing, student should consult the reverse side of this form for policy information. Please contact an academic advisor in the Office for Undergraduate Education at 404-727-6069 with questions.***  

To be completed by course instructor and advisor of record (PACE or within major department):  

This student has consulted with me regarding his/her request for a withdrawal from the course indicated on this petition. My signature indicates only that the student has informed me of his/her decision to withdraw, not that I necessarily approve of this decision.  

___________________________________ _____________________  
(Instructor’s Signature) (Date)  

___________________________________ _____________________  
(Advisor’s Signature) (Date)  

To be completed by the Office for Undergraduate Education:  

Petition received by ____________________________  
W Process Completed YES NO (Signature) (Date) (circle one)
College of Arts and Sciences Policy Regarding Partial Withdrawal

Emory students may withdraw from one or more courses until the Friday at 4 pm of the sixth full week of class of the semester after the drop-add period providing that the student continues to carry a load of 12 credit hours or is in his/her final semester of residence as a graduating senior. In order for a partial withdrawal to be processed, a student must complete a withdrawal form through the Office for Undergraduate Education, consult with his/her course instructor and advisor of record, and receive signatures from both. These signatures indicate only that consultation has occurred, not that the course instructor and advisor necessarily approve of the student’s decision. Completed forms must be returned to the Office for Undergraduate Education.

In addition, students will be allowed one voluntary withdrawal from a course after the sixth week withdrawal deadline and until the Friday of the tenth week of classes during one of their first two semesters of full-time residency at Emory College provided that they maintain a 12 credit hour course load. An eligible student must complete a withdrawal form and follow the appropriate procedures as outlined above. *This voluntary withdrawal policy applies to first-year students, transfer students and to Oxford continuees. This policy does not apply to students who are on study abroad programs.*

One additional withdrawal provision is available. After the sixth full week of class after the drop-add period of the semester, a student may petition for a withdrawal from a class based on medical need, family emergency, death in the immediate family or other significant circumstance resulting in unforeseen hardship for the student. Petitions will be reviewed by academic advisors in the Office for Undergraduate Education, who, with the student’s permission, will consult with medical personnel where appropriate. Consultation with instructors, the student’s advisor and/or others will be part of the decision process. Petitions will be considered for approval by a dean of the College.

***A course from which a student withdraws will appear on the Emory transcript with a grade of “W” and will not count toward the student’s GPA***

***Students may not withdraw from a course in which an Emory College Honor Code inquiry is in process***

Partial Withdrawal MAY ALSO AFFECT THE FOLLOWING which INCLUDE BUT ARE NOT LIMITED TO:

1. Graduation hours
2. HOPE Scholarship/Financial Aid
3. Probation status
4. Continuation requirements

Revised 10/2010