

# Columbia College Acknowledgement of Course Withdrawal

*COLUMBIA COLLEGE STUDENTS SHOULD USE THIS FORM TO ACKNOWLEDGE THEIR DECISION TO WITHDRAW FROM A COURSE BETWEEN THE DROP DEADLINE AND THE P/D/F DEADLINE.*

Columbia College students are not permitted to **remove** a course from their academic record after the drop deadline (the fifth week of the semester). A student may elect to **withdraw** from a course after the drop deadline but no later than the Pass/D/Fail deadline, and the transcript will show a mark of W for that course. W is a permanent mark but does not factor into the GPA. **Note that a W precludes a student from qualifying for the Dean's List in a given semester.** The W will remain on the transcript even if the student repeats the course. Students may not **drop or withdraw** from any course after the College Pass/D/Fail deadline. After that point, a student will receive the letter grade earned in the course.

**Note:** Students may **not drop or withdraw** from a Core Curriculum course (i.e. University Writing, Literature Humanities, Frontiers of Science, Contemporary Civilization, Art Humanities, and Music Humanities) after the Core drop deadline. This does *not* apply to global core courses or other courses taken to fulfill the science core requirements or the language requirement.

Students should be aware that, in order to remain in good academic standing, they must successfully complete **no fewer than 12 points in a given semester**. Students who do not earn at least 12 points in a semester will face academic probation, suspension, or dismissal. In no case will additional terms of study, residence or funding be granted to a student as a result of choosing to withdraw from a course or courses. (**Note:** Varsity athletes who go under 12 points become ineligible immediately for the purposes of practice and competitions.)

To **withdraw** from a course and thereby receive a W in the course, please print the required information clearly and sign to acknowledge your responsibilities. It is highly recommended that you discuss this decision with your advising dean in the Berick Center for Student Advising and/or the Director of Undergraduate Studies or other faculty adviser of your department. Submit this signed form to the Berick Center for Student Advising (403 Lerner), either at the front desk or directly to your advising dean.

Read and then sign below acknowledging that you understand the above conditions and agree with these statements.

**I certify that I have read and fully understand the implications of electing to receive the mark of W for the course and acknowledge the following:**

- The mark of W will remain on my transcript, even if I retake the course;
- I will receive no points for the course;
- If I complete the semester with fewer than 12 points, I face academic probation, suspension, or dismissal;
- If I receive a W for a course required for my major, concentration or degree, I will have to retake and successfully complete the course in another semester;
- I will not be granted additional terms of study, residence or funding to make up for the points I otherwise would have earned through completion of this course.

Your Name: \_\_\_\_\_

Your UNI: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Designator & Call #: \_\_\_\_\_  
(e.g., Phil C1010, 70517)

Course Instructor and TA: \_\_\_\_\_

FALL or SPRING YEAR 20\_\_\_\_\_  
(Circle One)

**Will Student Go Under 12? Yes or No (Please Circle One)**

My Faculty Adviser's Name \_\_\_\_\_  
(if applicable)

Date of Conversation: \_\_\_\_\_  
(if applicable)

My Advising Dean's Name \_\_\_\_\_

Date of Conversation: \_\_\_\_\_  
(if applicable)

Advising Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_