

METHODIST THEOLOGICAL SCHOOL

IN OHIO

REQUEST TO WITHDRAW FROM COURSES

A student desiring to withdraw from a course (after the deadline for dropping with a refund) shall petition for the mark of WP (withdraw passing) or WF (withdraw failing). In either case no credit will be assigned for the course, nor will the student's grade point average be affected. The deadline for withdrawing from a course is on the last day that the course meets.

The student's faculty advisor, the financial aid director, and the professor for each course need to sign this petition. After these signatures have been obtained, return this petition to the Academic Dean or the Registrar.

Date _____

Name _____
Last First Middle

Term _____ Degree Program _____

Course #(s) and title(s) _____

CHECK ONE: Continuing with other courses Taking leave of absence Withdrawing completely from MTSO

Request and Explanation _____

(use additional page if necessary)

Student Signature _____

Instructor Signature **Course #** **Grade (WP or WF)**

_____	_____	_____
_____	_____	_____
_____	_____	_____

Advisor _____

Financial Aid Office _____

Please do not write below this line, and return this form to the Dean's Office for approval.

Date _____ Approved _____ Denied _____

Academic Dean

Registrar's Office
Updated 4-21-10