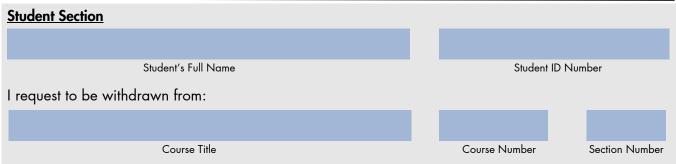
## Course Withdrawal Policy

After the add/drop period has ended, students may withdraw from a course through the end of the course withdrawal period (see deadline on <u>academic calendar</u>). 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 <u>BPS academic calendar</u> 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 <u>coursewithdrawal@ric.edu</u> 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 Acknowledgement

Students are strongly urged to talk to their advisor and the course instructor before withdrawing form 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, <u>financialaid@ric.edu</u>, <u>Find Your Financial Aid</u> <u>Counselor</u>
- Veterans Benefits Recipients: Contact Veterans Resources, Student Union Room 422, 401-612-3470, <u>Military Resource</u> <u>Center</u>
- 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.

Student Signature

## 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

Instructor or Department Chair Signature

Date