

Single Course Withdrawal Form (College of Music and Media)

# Student Instructions:

1. If this course withdrawal brings you to zero credit hours, you must complete a **University Withdrawal Form** instead of this form.
2. Complete all sections of this form.
3. Obtain required signatures, or send from your Loyola e-mail to the instructor, advisor/chair, and dean’s office (Ms. Carmen Balthazar for SMTP students or Ms. Laura Jayne for SCD students), who can forward with electronic approval to the Registrar’s Office.

# Section 1: Student Information

Name (Last, First, Middle): CWID:

College:

Arts & Science

Business

Music

Nursing & Health

# Section 2: Course Information

Year/Term:

Subject (e.g., ENGL):

Course # (e.g., A100):

Section (e.g., 001):

Course Credit Hours: Registered Credit Hours Remaining after Withdrawal:

Reason for Withdrawal:

# Section 3: Student Statement & Signature

*I acknowledge that the above information is accurate and I understand that the withdrawn course listed above will reflect a grade of “W” on my transcript. I understand that this may affect my degree progress, financial aid, scholarships, veteran’s benefits, and/or other areas. I have researched these issues and understand the possible implications of this action.*

**If you have any questions regarding your billing or financial aid, please contact the Student Financial Services Office.**

Signature: Date:

# Section 4: Required Signatures

Check and Obtain signatures that apply. *\*Required for all Students*

Instructor Signature:

\*Academic Advisor/Chair of Dept.:

Athlete - Signature of Coach or Athletic Representative:

International Student – Signature of CIE Representative: \_ Honors Program:

Veteran’s Benefits:

# Section 5: Approval

*Once completed, this form must be turned in to the student’s dean’s office (Ms. Carmen Balthazar for SMTP students or Ms. Laura Jayne for SCD students), who will approve and send to the Registrar’s Office.*

Comments:

Dean’s Office representative: Date: