

Course Withdrawal Form



LANCASTER BIBLE COLLEGE
 CENTER FOR URBAN THEOLOGICAL STUDIES

PLEASE PRINT

Student Name: _____ Student ID#: _____

Degree Program: _____ Term/Year _____

Course Code	Section	Course Title	Module	Credits	# classes attended	Instructor's Signature

Total Original Credits: _____ - Credits Dropped: _____ = Total New Credits: _____

Reason for Withdrawal Personal Financial Medical Schedule Conflict Administrative*

Please check ONE of the following: I have received a refund this term. I have NOT received a refund this term.

Student Signature/ *ADMINISTRATIVE SIGNATURE (WHEN APPLICABLE) _____ Date _____

Approved: Academic Advisor _____ Date _____

Registrar's Office 2001 W. Lehigh Avenue, Philadelphia, PA 19132 (215) 329-5400 ext.11 Rev.7.28.14

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You must use the LBC/CUTS COURSE WITHDRAWAL form after the first two weeks of classes.

To insure that your withdrawal is processed in a timely manner, please complete **ALL** of the information on the Withdrawal Form, and return it to the LBC/CUTS **Registrar's office** (via USPS, fax, electronic scan):

1. Student Name – Print your full name;
2. Student ID – If you know it, indicate your 5-digit student number (assigned to you after your acceptance; also available from LBC/ CUTS Registrar);
3. Degree Program – IMPORTANT! Indicate your current degree program;
4. Term/Year – Indicate by checkmark the term and record the academic year to which you are making course changes (*i.e. √Fall 2015*).
*Note** you must use a separate form for each term to which you are making changes.
5. Course Code, Number, Section – Indicate the code, number, and if applicable, section and title of desired course.
6. Course Title – Indicate the title of the course.
7. Module – Indicate the module of the course
8. Credits – Indicate the number of credits of the course;
9. Number classes attended -Indicate number of classes you attended;
10. Instructor's Signature- when applicable, obtain instructor's signature as confirmation of classes attended;
11. Total Original Registered Credits – IMPORTANT! Indicate the total number of credits for which you originally registered (*before withdrawing from class (es)*);
12. Credits Dropped – Indicate the total number of credits you are dropping through withdrawal;
13. Total New Registered Credits - Indicate the total number of credits for which you will be registered after making changes to your schedule.
14. Reason for Withdrawal - Indicate the reason you are dropping the course;
15. I Have/Not Received a Refund - IMPORTANT! Checkmark if you have or have not yet received a tuition refund check for the current term.
16. Student Signature – IMPORTANT! Be sure to sign your withdrawal form;
17. Date - Indicate the date that you are completing this form.
18. Academic Advisor Signature – IMPORTANT! Be sure to have your Advisor sign and date your Withdrawal form. rev.07.28.14

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