

PARTIAL WITHDRAWAL FORM

STUDENT ID	LAST NAME	FIRST NAME	PROGRAM & TRACK	EMAIL ADDRESS

Partial withdrawal means withdrawal from one or more courses for the semester but not all courses. Please use the Complete Withdrawal form if withdrawing from all semester courses. Refer to the Student Handbook Withdrawal policy for additional information pertaining to grading and the University policy for refunds. Students are to meet with their program director/ specialty coordinator to revise their plan of study.

Partial Withdrawal Process:

The student should initiate the *Partial Withdrawal Form* in collaboration with their course faculty. This form cannot be backdated to the date of last attendance and must be submitted in a timely manner for processing.

1. Student initiates a meeting with their course faculty to discuss withdrawing from a class. In the event the student is requesting to withdraw from an additional course(s), the student must initiate a meeting with each course faculty.
2. The student should also schedule to meet with their adviser/program director to discuss changes to their plan of study.
3. The student must complete the *Partial Withdrawal form*, obtain the course faculty signature, sign the document, and submit the form via the Regi System (<https://links.emory.edu/REGI>). The remaining required signatures will be obtained by the Office of the Registrar.
4. Refer to the Student Handbook on the School of Nursing website regarding grading when a student withdraws from a course. This is a time dependent process.
5. For questions regarding tuition refunds, please contact the Emory Office of Student Financial Services at 404-727-6095. If the student has received any type of financial aid, they must contact Emory Financial Aid Office at 404-727-6039.

Enter all courses for the semester below.

Course #	Course Title	CLASS #	ADMINISTRATION USE ONLY		
			W	WF	Program Director

Effective Date*

*The effective date is defined as the date the student notifies a faculty/program director/specialty director/assistant dean of their request to withdrawal. **The form must be submitted and processed within 10-days of notification.** Failure to do so may affect tuition refund, financial aid refunds and final course grade entered on the transcript. Students should refer to the Student Handbook for the Withdrawal process.

Reason for Partial Withdrawal

Job related

Financial

Personal

Other

Additional Information:

This is a time-sensitive form.

This form will be returned if all parts are not completed.

Student Signature

Print Name

Date

Course Faculty Signature

Print Name

Date

Program Director Signature

Print Name

Date

A copy of the completed form will be sent to the student once signatures have been obtained.