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| <b>KENYON COLLEGE</b><br><b>WITHDRAW FROM SPRING SEMESTER OF A YEAR COURSE</b> |
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**WITHDRAWING FROM A YEAR COURSE WITH ONE SEMESTER CREDIT AND FINAL GRADE:** Year courses may be dropped with fall semester credit and a final grade with the signatures of the instructor **and** advisor. Instructors may require a final examination. Students can't withdraw late (WL) from the second half of a year long course.

**STUDENT:** You may withdraw from the second half of a year long course after the drop/add period only to a minimum of 1.75 units and if you are passing. A late fee will be charged and a WD will appear on your transcript.

**FACULTY:** You are under no obligation to cooperate with students who are attempting to withdraw after the drop/add period. If you do not approve, do not sign. Please do not report grades on this form. If you wish to change the student's fall semester grade in this year course, please notify the registrar within two weeks of the date you sign this form.

LEGAL NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

| CRN | SUBJ. | NO. & SECT. | DROP/WD | FACULTY PERMISSION |
|-----|-------|-------------|---------|--------------------|
|     |       |             |         |                    |

ADVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Fee Charged \_\_\_\_\_

Received in Registrar's office \_\_\_\_\_

Entered by \_\_\_\_\_