



## Course Withdrawal Form

**Criteria and Instructions:** After the Drop/Add period, students can withdraw from courses with the “W” designation on their transcript until the last day of graduate classes in the current semester. To withdraw, please complete this form and obtain original signatures of both the instructor of the course and the DGS of your department. You must deliver this completed form on or before the last day of graduate classes to:

Graduate Student Records Coordinator, Duke University Graduate School  
2127 Campus Drive, Box 90068 Durham, NC 27708

Name of Student: \_\_\_\_\_  
*(Please Print)*

Student ID: \_\_\_\_\_  
*(Please use Student ID, not Duke Unique ID. The Student ID can be found in ACES)*

Student's Department: \_\_\_\_\_

Course to be dropped: \_\_\_\_\_  
*(Please include course number and section)*

Current term and year: \_\_\_\_\_

### Approval Signatures:

_____ Instructor Print Name	_____ Instructor's signature
_____ Student signature	_____ Date

\_\_\_\_\_  
Director of Graduate Studies Name  
(from the student's home department)

\_\_\_\_\_  
Director of Graduate Studies' signature

\_\_\_\_\_  
Graduate School authorized signature

*Updated 2-7-2017*