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:

Ms. Susan Williford
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                      Director of Graduate Studies
(from the student’s home department)

__________________________________________________________________________    __________________________________________________________________
Student                        Date

Graduate School