



Electronic Course Withdrawal Form

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. **Students complete Section 1** of the form and then email it to the DGS of their department/program. **The DGS completes Section 2** of the form and then emails it to gradacademics@duke.edu on or before the last day of classes. The Graduate School will follow up with course instructor(s) for final verification of the withdrawal request.

SECTION 1 (Completed by Student):

Name of Student: _____

Student ID: _____
(Please use Student ID, not Duke Unique ID. The Student ID can be found in Duke Hub.)

Student Duke email address: _____

Department/Program (e.g., ECE-MS or ECON-PHD): _____

Number and Section of Course to be dropped: _____

Course Title: _____

Instructor Name: _____

I have discussed my request to withdraw from the course with the instructor and have received his/her approval to do so: Yes No

Instructor's Duke email address (for Graduate School Academic Affairs follow up):

SECTION 2 (Completed by the DGS and then emailed to gradacademics@duke.edu):

By entering my full name below, I approve the student's request to be withdrawn from the course designated above.

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

Director of Graduate Studies' Duke email address