

## COURSE(S) WITHDRAWAL FORM

**The Registrar's Office**  
[info@stmu.ca](mailto:info@stmu.ca)  
 Administration Building, 1<sup>st</sup> Floor

|                                                                                                                                                                                                                   |                                    |   |   |                  |                          |  |                                  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---|---|------------------|--------------------------|--|----------------------------------|--|--|
| <b>SECTION 1: To be completed by the student</b>                                                                                                                                                                  |                                    |   |   |                  |                          |  |                                  |  |  |
| <b>STUDENT INFORMATION</b>                                                                                                                                                                                        |                                    |   |   |                  |                          |  |                                  |  |  |
| Student ID #                                                                                                                                                                                                      | 0                                  | 0 | 0 | 0                |                          |  |                                  |  |  |
| Last Name                                                                                                                                                                                                         |                                    |   |   |                  | First Name               |  |                                  |  |  |
| StMU Email                                                                                                                                                                                                        |                                    |   |   |                  | Current Program of Study |  |                                  |  |  |
| <b>COURSE INFORMATION</b>                                                                                                                                                                                         |                                    |   |   |                  |                          |  |                                  |  |  |
| <b>Course Code &amp; Number</b><br>(e.g., SOCI 201)                                                                                                                                                               | <b>Section Number</b><br>(e.g., 1) |   |   | <b>Professor</b> |                          |  | <b>Term</b><br>(e.g., Fall 2026) |  |  |
|                                                                                                                                                                                                                   |                                    |   |   |                  |                          |  |                                  |  |  |
|                                                                                                                                                                                                                   |                                    |   |   |                  |                          |  |                                  |  |  |
|                                                                                                                                                                                                                   |                                    |   |   |                  |                          |  |                                  |  |  |
|                                                                                                                                                                                                                   |                                    |   |   |                  |                          |  |                                  |  |  |
|                                                                                                                                                                                                                   |                                    |   |   |                  |                          |  |                                  |  |  |
|                                                                                                                                                                                                                   |                                    |   |   |                  |                          |  |                                  |  |  |
| If you have withdrawn from all of your courses, will you be returning to St. Mary's University next semester? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A (cohort-based program) |                                    |   |   |                  |                          |  |                                  |  |  |

**Declaration:**

- I understand that withdrawing from the course(s) listed above will result in a grade of 'W' appearing on my academic transcript and that I owe tuition and fees for those course(s).
- If applicable, I understand that I may lose my eligibility for student loan funding and that the appropriate funding body will be notified.
- If applicable, I understand that withdrawing from a course in a cohort-based program may impact my progression in the program and the ability to continue in the next term.
- Students are not permitted to withdraw from more than 25% of their degree program credits (e.g., 120-credit degree - up to 10 courses or 30 credits; 90-credit degree - up to 7 courses or 21 credits; 60-credit diploma - up to 5 courses or 15 credits).

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

|                                                                                                                                              |                |                |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>SECTION 2: To be completed by the Enrolment Services Officer</b>                                                                          |                |                |
| <b>Registration Status</b> <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> No Longer Attending (P.I.T) |                |                |
| <b>Notified Professor</b> <input type="radio"/> Yes <input type="radio"/> No                                                                 |                |                |
| Date Received                                                                                                                                | Date Completed | Staff Initials |

|                                                                                                                                                                                                                                  |                |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| <b>SECTION 3: To be completed by the Financial Aid and Awards Officer</b>                                                                                                                                                        |                |                |
| <b>Financial Aid</b> <input type="radio"/> Yes <input type="radio"/> No <b>Notified Lender</b> (if applicable) <input type="radio"/> Yes <input type="radio"/> No (still Full Time) <input type="radio"/> N/A (No Financial Aid) |                |                |
| Date Received                                                                                                                                                                                                                    | Date Completed | Staff Initials |

**Privacy Statement:**

The personal information collected on this form will be used for the purpose of providing services to students and maintaining student records. The information is collected, used, disclosed and protected in accordance with Alberta's Personal Information Protection Act and St. Mary's University Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at 403.254.3132 or [privacy@stmu.ca](mailto:privacy@stmu.ca).  
 Revised February 2026