How to Submit a Course Withdrawal Request

1. Navigate to the Registrar Forms section in my.lakeforest under Students > Student Forms.

2. Select the course you want to withdraw from, fill out the plan for making up credits, and hit submit.

Course Withdrawal Form

Important Information:
1. Withdrawing means a W grade will appear on your transcript. A grade of W will not count in your GPA calculation.
2. Refer to the Academic Calendar for the Course Withdrawal deadline. No late forms will be accepted.
3. All Course Withdrawal requests are final. Once approved by your advisor, you will be withdrawn from the course.

Today's Date: 2/18/2021 11:51:43 AM
ID Number:
First Name: Teddy
Last Name: STUDENT
Email Address: 
Advisor's Name: 

I request to withdraw from the following course:
- SOAN 110 01 - Intro to Sociology and Anthropology - Holly M. Swyers

Plan for making up credit(s):
- [ ] Lake Forest College summer school
- [ ] Transfer credit from another institution
- [ ] Partial credit courses at Lake Forest College
- [ ] No need to make up credit hours

Submit
3. The form is sent first to your advisor for approval and then the Registrar's Office for processing. Check the status of your request in my.lakeforest under Students > Student Forms > Registrar Forms Submission Status.