Course Withdrawal Request Form

Not attending class does not constitute withdrawal from a course. Students receiving a grade of W or NE in any course are responsible for the costs associated with that course. Students must drop courses using processes outlined in the [Course Withdrawal Policy and Procedure for Mobility Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/course-withdrawal/).

Please send your completed form to [Academic Advising](mailto:academicadvising@nulondon.ac.uk) and to your academic advisor.

*Sections 1 – 3 must be completed by the student who wishes to withdraw from a course.*

| **Section 1: Student Information** | | | |
| --- | --- | --- | --- |
| **Student ID Number:** |  | | |
| **First and Middle Names:** |  | **Surname:** |  |
| **University Email Address:** |  | | |
| **Programme of Study (Global or London Scholar):** |  | | |

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| --- | --- |
| **Section 2: Course Withdrawal Request Information** | |
| **NU London Course Code:**  **(For example: LENGL41012)** |  |
| **NU London Course Name:**  **(For example: Cultures of London)** |  |
| **Reason for Withdrawal** |  |

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| **Section 3: Student Declaration** | |
| **Student Signature:** |  |
| **Date:** |  |

*Section 4 must be completed by your Academic Advisor.*

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| **Section 4: Confirmation** | |
| **Advisor Signature:** |  |
| **Date:** |  |

*Section 5 must be completed by the Lead Academic Advisor or Head of Academic Support.*

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| **Section 4: Confirmation** | |
| **Lead Academic Advisor Signature:** |  |
| **Date:** |  |

*Section 6 must be completed by Global Learning Experience (GEO).*

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| **Section 4: Confirmation** | |
| **GEO Signature:** |  |
| **Date:** |  |

# Version History

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| --- | --- | --- | --- | --- |
| **Title: Course Withdrawal Request Form**  **Approved by: Head of Quality Assurance**  **Location: Academic Handbook/ Policies and Procedures** | | | | |
| **Version number** | **Date approved** | **Date published** | **Owner** | **Proposed**  **Next Review** |
| 24.1.0 | July 2024 | August 2024 | Head of Academic Support | July 2025 |
|  | | | | |
| Referenced documents | [Academic Quality Framework: Chapter 7](https://www.nulondon.ac.uk/academic-handbook/academic-quality-framework/aqf7/); [Course Withdrawal Policy and Procedure for Mobility Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/course-withdrawal/). | | | |
| External Reference Point(s) | None. | | | |