UNC-Charlotte Department of Physics and Optical Science

Request to Withdraw from Physics Lecture and Retain Physics Lab

A student wishing to withdraw from PHYS 1101/1102/2101/2102 Lecture and keep the Lab may be granted permission to do so if the following conditions are met:

(1) Fill out required "Student Information" section completely and accurately. Incomplete or incorrect forms will be returned to student for correction and may cause a delay in processing.

(2) Submit this form to the lecture instructor for signature. The lecture instructor must determine that you have actively participated in the course up until the time of your request. The decision of the instructor is final.

(3) Submit the signed form (no copies) to the Physics Department in Burson 100 no later than five calendar days before the deadline to withdraw from a course with a grade of W.

(4) You will receive notification by email indicating if your request was approved or denied. If approved, the email will include further instructions on how to withdraw from the lecture. If your request is denied, you must keep both the lecture and lab or withdraw from both.

IMPORTANT: Do not attempt to withdraw from the lecture until you have received an email of approval and instructions from the Physics Department. If you attempt to withdraw from the lecture on your own, you will automatically be withdrawn from the lab as well. This action is irreversible.

Student Information (to be completed by student):

UNCC ID: ______________________ Academic Term: ______________________

NAME: ______________________ UNCC Email: ______________________

I request to withdraw from PHYS _____ Section _____ and retain lab PHYS _____ Section L _____

Justification: ___________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

__________________________________________  ________________
Student Signature  Date

Instructor Information (to be completed by LECTURE Instructor, please choose one):

____ The student above is actively participating in class. I approve the request.

____ The student above is NOT actively participating in class. I DO NOT approve the request.

_____________________________________________________________________

__________________________________________  ________________
Instructor Signature  Date