

PACC Course Withdrawal Form

Saint Mary's University

Please Print Information

Last Name First Name Middle Name High School

SMU Course Number SMU Course Title High School Instructor's Name

High School Instructor's Signature Date Signed

High School Contact Date Signed

Principal Signature Date Signed

Saint Mary's PACC Coordinator Signature Date Signed

PLEASE CHECK ONE BOX: This course is for

- ☐ Fall Term
- ☐ Spring Term
- ☐ Full Year

STUDENTS PLEASE NOTE:

- This form must be signed **and** dated by the high school instructor, contact and principal, and returned to the PACC office at Saint Mary's University #22.
- Full refund will be given if request is within 10 business days from the date of registration.
- Withdrawal (with a grade of "W" on the transcript) may occur after 10 business days and until the last date to withdraw from courses based on when the course is offered: fall, spring, full year.
- No withdrawal may occur beyond the date indicated on chart below. If you fail to complete the course and did not complete an official withdrawal form, you will receive a grade based on the work you completed for the course.
- **Mail this original form to:** **AND** **Email to:** dsharroc@smumn.edu
Saint Mary's University
700 Terrace Heights #22
Winona, MN 55987

Course Length	LAST DAY TO WITHDRAW with a 'W' on transcript
Fall Term	November 20
Spring Term	April 16
Full Year	April 16

OFFICE USE ONLY

- ☐ Full refund and no 'W' on the transcript
- ☐ No refund and a 'W' on the transcript
- ☐ No withdrawal honored

PACC Coordinator Signature

Date