

UNC-Charlotte Department of Physics and Optical science

Request of 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 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 Grigg 306** no later than one calendar working day 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 If you attempt to withdraw from the lecture on your own, you will automatically be withdrawn from the lab as well.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