



Request to Withdraw from Regular Course Offering (MEM and MEng)

***PLEASE COMPLETE ALL SECTIONS IN ORDER FOR THIS FORM TO BE PROCESSED.
The deadline to turn in this form for a W grade is the last day of class.***

Date of request: _____ **Student ID# (Not Duke Unique ID):** _____

Name (please print): _____

Department/Program in which you are enrolled (Ex: MEng/BME): _____

Course you would like to withdraw from:

(class number) (course prefix) (course number) (course section) (ex: 4630 MENG 570.01)

Course Title (ex: Business Fundamentals): _____

Number of graduate course units in which you are currently enrolled for credit: _____

Reason for Withdrawal: _____

Signatures:

Student: Signature _____ Date: _____

Print Name _____

Instructor: Signature _____ Date: _____

Print Name _____

Phone: _____

Director of Masters Studies: Signature _____ Date: _____

Print Name _____

**Please return completed form with appropriate signatures to Pratt Student Records:
Cherie.Creten@duke.edu**

To be completed by Pratt Student Records:

Associate Dean of Masters Programs: Signature _____ Date: _____

Print Name _____