

# **MAHANAIM COURSE WITHDRAWAL FORM**

SUBMISSION DEADLINES:  11th week of Spring Term |  9th week of Fall Term

## **I. STUDENT INFORMATION**

_____ STUDENT ID #		_____ DATE OF BIRTH
_____ FIRST NAME	_____ MIDDLE	_____ LAST
_____ EMAIL (MAHANAIM) @MAHANAIM.COM		_____ PHONE

**MAJOR:**

- |  |  |
|--|--|
| <input type="checkbox"/> VOICE PERFORMANCE     | <input type="checkbox"/> PIANO PERFORMANCE                   |
| <input type="checkbox"/> ORCHESTRAL CONDUCTING | <input type="checkbox"/> CHORAL CONDUCTING                   |
| <input type="checkbox"/> COMPOSITION           | <input type="checkbox"/> ORCHESTRAL INSTRUMENT PERFORMANCE** |

**\*\*CONCENTRATION:** \_\_\_\_\_  
(ORCHESTRAL INSTRUMENT PERFORMANCE MAJOR ONLY)

## **II. WITHDRAWAL REQUEST**

**Instructions for course withdrawal**

1. Students may only withdraw within the period officially established by Mahanaim. (see deadline above)
2. Schedule a meeting with your Academic Dean to receive a confirmation signature and date of approval.
3. After receiving approval from the Academic Dean, secure withdrawal signature and date of approval from your instructor.
4. Once you have obtained signatures from your Academic Dean and course instructor, bring your course withdrawal form for final review and processing to the Office of the Registrar.

I, \_\_\_\_\_, am requesting for a course withdraw.  
Student Name

**Has permission to withdraw from:**

_____ Course Name	_____ Course Code
1. _____ APPROVAL of the DEAN OF ACADEMIC AFFAIRS	_____ DATE
2. _____ APPROVAL of INSTRUCTOR	_____ DATE
3. _____ CONFIRMATION of the OFFICE of the REGISTRAR	_____ DATE