NOTICE OF WITHDRAWAL

Please Print - Press firmly for legible copies

☐ Complete Withdrawal (All Classes) ☐ Partial Withdrawal

Instructions: This form is to be completed when a student withdraws from one or more of the classes in which they are enrolled or withdraws completely from the university. It is the responsibility of each student to notify all applicable departments when a withdrawal from classes occurs. The day on which the Registrar is notified in writing becomes the official day of withdrawal.

Student Name (Last-First-Middle) Leave one space between names

Student Number

Reason for Withdraw
- ☐ Academic
- ☐ Financial
- ☐ Medical
- ☐ Personal
- ☐ Military Service
- ☐ Employment
- ☐ Transferring to _____

Location
- ☐ Moon Township
- ☐ Pittsburgh
- ☐ Online

Sessions
- ☐ Day
- ☐ Evening
- ☐ Saturday

Level
- ☐ Undergraduate
- ☐ Graduate
- ☐ Doctoral

Notification
- ☐ Veterans Benefits
- ☐ Student Athlete

Term
- ☐ Fall
- ☐ Spring
- ☐ Summer

Year _____

Course No.	Section	Session	Course Title	Credits	Instructor	Grade*

*Grade: The "W" grade is assigned by the Registrar unless superseded by Dean action.

Notice is hereby given of my withdrawal from the above listed classes. By signature, I acknowledge an understanding of the withdrawal policy and percent of tuition to be charged. I also understand that withdrawals could have financial aid and academic progress implications.

Last Date if Attendance _____ Student Signature _____

Official Date of Withdrawal_____

Center of Global Engagement _____ This will acknowledge the official withdrawal of the

Approval:_____ student identified above:

Academic Advisor _____ Registrar or Authorized Signature_____

White - Registrar Yellow - Financial Services Pink - Student