

## Robert Morris University Formal Withdrawal Request

## Instructions:

- 1. Print out form, Complete the Student Section of this form completely
- 2. You are responsible to obtain all signatures and submit this form. It is not the responsibility of advisors and staff to complete and/or forward this form to the appropriate department.
- 3. Bring completed form to Academic Services in Patrick Henry 200
  - \*PLEASE NOTE: If you are a **Student Athlete**, **Veteran**, **or International Student** you **MUST** obtain the proper signatures before your paperwork can be processed.

	Complete Withdrawal (All classes)				Partial	Partial Withdrawal	
					ent ID Number		
Last		MI	First				
Academic Year	Term:	Fall	Spring	Sum	mer	Reason for Withdrawal	
Course Number	Section	Session	Last Attendance	e Date		Academic	
						Financial	
						Medical	
						Personal	
						Military Service	
						Employment	
						Transferring	
	NED BY THE D	DATE THIS FO	RM IS RECEIVED A			EGISTRAR UNLESS SUPERSEDED BY DEAN ACTION ACADEMIC SERVICES (PLEASE REFER TO	
Students Signature						Date	
Center of Global Engagement Signature						Date	
Academic Advisor Signature						Date	
Athletic Director Signature						Date	
Veterans Center Signature						Date	
Colonial Hub Signature						Date	

By submitting this form, you are confirming that you understand the withdrawal policy and may be responsible for repaying a portion, or all of the tuition to be charged. I also understand that a withdrawal could have financial aid and/or academic progress consequences. \*Please note that if this is a complete withdrawal Student Life has a separate process for housing cancellation. Please contact them.