

Course Withdrawal Request Current Semester

This form is for students requesting to withdraw from a course after the drop period, with a "W" (withdrawal) grade assigned. *Note: Graduate students in Heinz College may not use this form per Heinz College academic policy.*

Undergraduate and graduate students who wish to withdraw from a course after the drop deadline must complete a Course Withdrawal Request petition and **meet with their academic advisor to discuss their specific circumstances and to obtain the required signature on the petition.** The advisor will indicate whether they "endorse" or do "not endorse" the withdrawal from the course on the petition, then sign and forward the petition to the University Registrar's Office. The "W" grade will appear on the student's academic record, whether the advisor endorses or does not endorse the withdrawal.

STUDENT INFORMATION

Student Andrew ID: _____

Student Name: _____
Last/Family, First and/or Preferred, MI

College: _____ Department: _____ Class: _____

Semester (check one): Fall Spring Summer-All Summer-1 Summer-2 1-5, 10, 20 Year _____

COURSE INFORMATION

I wish to withdraw from the following course:

Course #	Section	Units

Reasons for Course Withdrawal:

Check this box if this course withdrawal will cause you to drop below 36 units.

Student Signature: _____ Date: _____
mm/dd/yyyy

SIGNATURES & COMMENTS

Advisor Recommendation

The student is withdrawing from this course:

with my endorsement **without** my endorsement

Comments: _____

Advisor Name: _____ Date: _____
Print/Type Signature mm/dd/yyyy

University Registrar's Office Use Only

Processed by: _____ Date: _____ Remains enrolled in 36 other units