

Complete this form if you intend to leave Carnegie Mellon with no intention to return. Read the policy on the following pages prior to completing this form. **Prior to withdrawal, you must contact your academic advisor. Withdrawal may jeopardize your financial aid status, contact The HUB for details.** Federal law mandates students on F1 or J1 Visa contact the Office of International Education **prior** to withdrawal.

University Registrar's Office  
Lower Level, Warner Hall  
5000 Forbes Avenue  
Pittsburgh, PA 15213-3890  
Phone: 412-268-8250  
Fax: 412-268-6651  
university-registrars-office@andrew.cmu.edu  
www.cmu.edu/hub

### Withdrawal

#### STUDENT INFORMATION

Student Andrew ID: \_\_\_\_\_

Student Name: \_\_\_\_\_  
*Last/Family, First and/or Preferred, MI*

Permanent Address: \_\_\_\_\_  
*Street Address/PO Box, City, State, Zip, Country (if not US)*

Current Address: \_\_\_\_\_  
*Street Address/PO Box, City, State, Zip, Country (if not US)*

Telephone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

Home College: \_\_\_\_\_ Department: \_\_\_\_\_ Class: \_\_\_\_\_

Semester of Withdrawal (*check one*):      Fall              Spring              Summer-1/All              Summer-2              20 \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### WITHDRAWAL INFORMATION

Student's Reasons for Withdrawal (*optional*):

#### DEPARTMENT INFORMATION & SIGNATURES

Date Student Began Withdrawal Procedure (*mm/dd/yyyy*): \_\_\_\_\_ W Grade(s) Assigned?    Yes     No

Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Required for All Students              Print Name*

Dept. Head: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Graduate Students Only              Print Name*

Associate Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Undergraduate Students Only              Print Name*

#### DEAN OF STUDENT AFFAIRS

Comments/Requirements: \_\_\_\_\_

Dean of Student Affairs: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print Name*

#### OFFICE USE ONLY

Semester \_\_\_\_\_ Units Dropped \_\_\_\_\_ New Enrollment Status \_\_\_\_\_ Adjusted Tuition \_\_\_\_\_ Initials/Date \_\_\_\_\_