

University Monitored Withdrawal Request

This form is used to request a withdrawal from a class resulting in a "W" notation. A "W" counts as an attempt toward your course repeat maximum. This decision is permanent and irreversible. There will be no tuition adjustment or refund for withdrawing from an individual class. Withdrawing from course(s) or the entire academic term reduces your annual enrollment intensity and may reduce your federal aid eligibility which may create a balance owed on your account, even if the aid has already been disbursed.

This form will not be processed if information is incomplete or inaccurate. Submit this form to the Academic Center offering the class no later than the deadline published in the [Enrollment Calendar](#) by the Office of the University Registrar for that term. Sending this form to the incorrect location may result in processing delays.

For withdrawal from all courses in a term, use the Late Term Withdrawal Request form instead.

Student ID		Student Name (Last, First, M.I.)	
Term		Year	
		Student Level	
Class Number (5 digits)		Recitation Class Number (if applicable)	
		Lab Class Number (if applicable)	
Course Subject		Course Number (4 digits)	
Course Title			
Last Date of Attendance (reported by instructor)		Instructor Signature: _____	

Important Information for Students: Before you withdraw, please read the following information.

- If you receive financial aid, it is your responsibility to check with the Office of Financial Aid (finaid@pitt.edu) to determine how your aid will be impacted.
- If you are an international student, it is your responsibility to check with the Office of International Services (ois@pitt.edu) to determine if/how your immigration status/visa will be impacted.
- If you are a student-athlete, it is your responsibility to check with your athletic advisor to determine if/how your NCAA eligibility will be impacted.

I affirm my decision to withdraw from the above class and to accept the W notation. I understand that there will be no tuition adjustment for withdrawing from this class. By signing, I confirm that I understand and accept academic and financial responsibility.

Student Signature: _____ Date: _____

Dean's Office/Campus
Designee Signature: _____ Date: _____