



University of Pittsburgh

APPEAL FOR LATE WITHDRAWAL

A student may withdraw from a course after the end of the add/drop period and prior to the end of the ninth week of the term (fourth week of the session) by completing the Monitored Withdrawal Request and submitting it to the appropriate dean's office before the end of the Withdrawal period. Thereafter, a student may withdraw from individual classes only in extraordinary circumstances with permission of the dean.

PeopleSoft #

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Student Level

Undergraduate 01

Graduate 02

Year

Fall	
Spring	
Summer	

Student Name (Last, First M.I.)

CRN	Subject	Course Number	Primary Academic Center in which student is enrolled

Course Title	Academic Center offering the course

I affirm my decision to withdraw from the above course, and to accept the grade "W."
I understand that there will be no tuition adjustment for withdrawing from this course.

Student's Signature	Date

Student: Using a separate sheet of paper, explain the extraordinary circumstances which warrant consideration of withdrawal beyond the deadline. Provide relevant documentation such as certification from doctor or hospital receipts.

Instructor: Please indicate date last attended by this student and how the student was performing academically. Also, please provide any additional information concerning this student's appeal for a late withdrawal from your course. You will be notified about the Dean's decision.

Date of last attendance	Grade earned to date

Comments:

Instructor's Signature	Date

Dean: Approved Not Approved

Dean's Signature	Date

Return to Kellie Beach, SHRS Registrar
For Dean to Review.