

This form will not be processed if information is incomplete or inaccurate.

Submit this form to the Academic Center offering the course no later than the deadline date published in the Schedule of Classes for the term.



**MONITORED WITHDRAWAL REQUEST**

Student Level	Year
Undergraduate	Fall
Graduate	Spring
	Summer

PeopleSoft No.

Student Name (Last, First, Middle)

Academic Center offering the course

Class # (five digits)

Class # of Associated Lab (if applicable)

Class # of Associated Recitation (if applicable)

Subject

Course # (four digits) Course Title

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

Student Signature

Date

Signature of Academic Dean offering the course\*

Date

\*Please note that this part of the form will be filled out by the Office of Student Records after this form has been submitted. For DSAS and CGS courses, please submit the form to [studentrecords@as.pitt.edu](mailto:studentrecords@as.pitt.edu) once completed. For courses offered by other schools, please contact the respective school for guidance.

International students must check with the Office of International Services before submitting withdrawal forms, to determine if their immigration status allows for part-time enrollment. OIS can be contacted at [ois@pitt.edu](mailto:ois@pitt.edu).