

This form will not be processed if information is incomplete or inaccurate. See Page 2 for more information.

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.



University of  
Pittsburgh

**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

Instructor's Signature (Required for SHRS)

Date

Signature of Academic Dean offering the course

Date

## **Monitored Withdrawal from a Course**

After the add/drop period has ended, students may withdraw from a course that they no longer wish to attend by completing a Monitored Withdrawal Request from in the office of the **school offering the course**. Forms need to be **signed by student and the Instructor – SHRS requires an Instructor signature**.

- Students must process the Monitored Withdrawal Request from within the first nine weeks of the term in the fall and spring. Because summer sessions vary in length, students should check the University's [Academic Calendar](#) for those deadlines. Students should check with the school offering the course for the last day to submit a Monitored Withdrawal Request form.
- If approved, a grade of "W" will be recorded on the student's transcript for that course. "W" grades do not count toward a student's degree or grade point average.
- There is no financial adjustment to student's tuition or fee obligations involved in withdrawing from courses, but withdrawing may jeopardize satisfactory academic progress, financial aid, and athletic eligibility.
- It is the student's responsibility to check with Financial Aid, OIS and Athletics if they are concerned about how this withdrawal would impact them.

**Submit your COMPLETED form for SHRS courses to Kellie Beach, SHRS Registrar at [kbeach@pitt.edu](mailto:kbeach@pitt.edu)**