Robert Morris University Formal Withdrawal Request

Instructions:

1. Print out form, Complete the Student Section of this form completely
2. You are responsible to obtain all signatures and submit this form. It is not the responsibility of advisors and staff to complete and/or forward this form to the appropriate department.
3. Bring completed form to Academic Services in Patrick Henry 200
   ***PLEASE NOTE**: If you are a **Student Athlete, Veteran, or International Student** you **MUST** obtain the proper signatures before your paperwork can be processed.

☐ Complete Withdrawal (All classes) ☐ Partial Withdrawal

Student Name_____Student ID Number_____
Last MI First

Academic Year_____ Term: ☐ Fall ☐ Spring ☐ Summer

Course Number	Section	Session	Last Attendance Date

Reason for Withdrawal

☐ Academic
☐ Financial
☐ Medical
☐ Personal
☐ Military Service
☐ Employment
☐ Transferring_____

*__NOTICE TO ALL STUDENTS:__ THE ASSIGNED FINAL GRADE "W" IS ASSIGNED BY THE REGISTRAR UNLESS SUPERSEDED BY DEAN ACTION AND WILL BE DETERMINED BY THE DATE THIS FORM IS RECEIVED AND PROCESSED BY ACADEMIC SERVICES (PLEASE REFER TO UNIVERSITY'S ACADEMIC CALENDER FOR ALL DEADLINE DATES).

Students Signature_____ Date_____

Center of Global Engagement Signature_____ Date_____

Academic Advisor Signature_____ Date_____

Athletic Director Signature_____ Date_____

Veterans Center Signature_____ Date_____

Academic Service Signature_____ Date_____

By submitting this form, you are confirming that you understand the withdrawal policy and may be responsible for repaying a portion, or all of the tuition to be charged. I also understand that a withdrawal could have financial aid and/or academic progress consequences.
*Please note that if this is a complete withdrawal Student Life has a separate process for housing cancellation. Please contact them.