Complete and return this form to:
University of Rochester - Simon Business School
Office of the Registrar
245R Gleason Hall
registrar@simon.rochester.edu
Phone: (585) 275-3533 / Fax: (585) 271-3907

COURSE WITHDRAWAL FORM

Directions

- *This form is to be used by students withdrawing from a course after the official Add/Drop period. If this withdrawal decreases your credit hours to 0 for the quarter, you'll need to work with your advisor to submit a Change of Status form for a Withdrawal or Leave of Absence.*
- *A grade of "W" for Withdrew or "WE" for Withdrew while failing is assigned to the course and becomes part of your permanent record. The "W" or "WE" grade will appear on your transcript but does not affect your Grade Point Average (GPA) or credit hours earned.*
- *Refunds are based upon the Simon School Refund Schedule.*

Student Name: _____ **UID#**: _____
Please print Last First MI

Student Signature: _____ **Date**:_____
month/day/year

Program: _____

Effective date of status change (withdrawal):_____

Advisor's Signature: _____ _____ _____
Date *Print Name*

Asst. Dean of Students:_____ _____ _____
Date *Print Name*

This student has permission to withdraw from the following course:

Term: ☐ Fall A ☐ Fall B ☐ Spring A ☐ Spring B ☐ Summer Academic Year: _____

Course Number/Section/Title _____ Grade: ☐ W or ☐ WE

Instructor's Approval: _____ _____ _____
Signature *Date* *Print Name*

This section does not apply to FT students with flat rate tuition.

Tuition Refund Exception Approved: _____ % **Fees Refund Exception Approved**:_____

_____ _____ _____
Executive Director of Finance's signature Date Print name

Registrar's Office Use Only *Revision: 3/2020*

Received: _____ Date Processed: _____ By: _____ WC entered in ISIS: _____ W grade entered in Darden: _____
Notified: Bursar _____ Financial Aid_____