

REQUEST TO WITHDRAW FROM A COURSE

SCHOOL OF ENGINEERING AND APPLIED SCIENCE

University of Pennsylvania

To the Student:

This form should be used to seek a withdrawal from a course in which you have registered and have been attending this semester. A grade of "W" will be entered into your transcript next to the course title. The "W" will not affect your GPA.

You may seek to withdraw from a course only prior to the end of the tenth week of classes during the semester. After the end of the tenth week of classes, you are committed to complete the course in which you have registered.

If you have a serious and compelling reason, after meeting with your Faculty Advisor, you may submit a Petition for Action to seek a LATE withdrawal from a course. Your petition to LATE withdraw must also be accompanied by this signed form.

Please turn in this signed form within the prescribed time period to the SEAS Office of Research and Academic Services, 109 Towne.

Today's Date: _____

Name of Student: _____ Penn ID: _____

Email address: _____ Tel Num: _____

Major: _____ Name of Assigned Faculty Advisor: _____

I have no objection to this student's request to withdraw from my course this semester:

Course: _____
 DEPT NUMBER SECTION (S)

Instructor's Signature: _____ Date: _____

Print Name: _____ Email: _____

FACULTY ADVISOR SIGN-OFF:

I have met with the above student, and have no objection to this student's request to withdraw from this course.

Faculty Advisor Signature: _____ Date: _____