

UNIVERSITY of PENNSYLVANIA
THE SCHOOL OF SOCIAL POLICY AND PRACTICE
COURSE WITHDRAWAL REQUEST FORM

Course Withdrawal Policy

From the *second week of classes until the end of the tenth week of the semester*, you may withdraw from a course with the written permission of the instructor on a *Course Withdrawal Request Form*. Withdrawals appear on a student's transcript as a "W" and are not calculated into the grade point average. The withdrawal deadline is the end of the tenth week of the semester. Withdrawals after the 10th week of classes are only permitted in the case of extraordinary circumstances. *After the tenth week of classes*, students must meet with the Dean of Students for permission to withdraw from a course.

For withdrawal through the 10th week of classes: complete sections I and II.

For withdrawal after the 10th week of classes: complete sections I, II, and III.

Completed form should be returned to the School's Registrar.

Section I: To be completed by student

(Please Print)

Current Date: _____

Name: _____

Local Address: _____ Local Phone: _____

E-mail address: _____

Course Name: _____ Term: _____

Instructor's Name: _____

Reason for Course Withdrawal: _____

Student's Signature

Date

Section II: To be completed by Instructor

I understand the School's policy as stated above regarding course withdrawals and support the student's request for a course withdrawal.

Instructor's Signature

Date

Section III: To be approved by the Dean of Students after the tenth week of classes.

Dean of Students Signature

Date