

Complete and return this form to:

University of Rochester - Simon Business School
Office of the Registrar
2341 Carol Simon Hall
Box 270100
registrar@simon.rochester.edu
Phone: (585) 275-8071 / Fax: (585) 276-0244



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: 8/2022

Received: _____ Date Processed: _____ By: _____ Notified: Bursar _____ Financial Aid _____