SCHOOL OF ENGINEERING AND APPLIED SCIENCE

GRADUATE STUDENT

PETITION FOR WITHDRAWAL FROM A COURSE*

Students in graduate SEAS have the option of requesting a "Withdrawal" from a course after the fifth week of class but before the final day of class. No petition for withdrawal will be considered after the final day of classes.

When the Associate Dean for Academic Affairs approves the request for "Withdrawal," a copy of this form will be sent to the student and the University Registrar, the instructor will be notified by email. Registration for the course remains on the student's record with the notation "W" placed in the grade column of the student's transcript.

NAME       PENN ID#       DATE

COURSE NUMBER FOR WHICH "WITHDRAWAL" IS REQUESTED

TERM REGISTERED

Approved  GRADUATE GROUP CHAIR       DATE
(CIRCLE ONE) Denied

Approved/ Processed ASSOCIATE DEAN       DATE

*(Modified by Graduate Affairs Committee 5/02)