

**College of Liberal and Professional Studies**  
University of Pennsylvania  
3440 Market Street, Suite 100, Philadelphia, PA 19104,  
Mail Code: 3335 LPS@sas.upenn.edu 215-898-7326

### Withdrawal Form

**Name** \_\_\_\_\_ **Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Penn ID Number** \_\_\_\_\_

**Program** \_\_\_ BA/AA \_\_\_ Pre-Health \_\_\_ MLA \_\_\_ Post-Bac \_\_\_ Non-Trad Grad \_\_\_ Other \_\_\_\_\_

**Term and year of class** \_\_\_\_\_

**Course Title** \_\_\_\_\_

**Course Dept.** \_\_\_\_\_ **Course No.** \_\_\_\_\_ **Section No.** \_\_\_\_\_  
(For example: ANTH, ENGL, etc.)

**Date of first class attended** \_\_\_\_\_ **Date of last class attended** \_\_\_\_\_

**The reason I am withdrawing from this course is:** (Be as specific as possible.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Student:** Signature \_\_\_\_\_ Date \_\_\_\_\_

**Course Instructor:** The facts stated above are accurate as I know them \_\_\_ Yes \_\_\_ No

Instructor's Name \_\_\_\_\_  
(Please print)

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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*For Office Use Only*

**Program Director:** Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **Instructions for Using the Withdrawal Form**

**Please read the following information carefully.**

Students wishing to **withdraw from a course** should use this Withdrawal Form.

Students should

- Complete all information requested on the front of this form
- Have their instructor sign and date this form
- Submit it to the LPS office **prior to the end of the last day of the withdrawal period. No Withdrawal Forms will be accepted after this deadline.**

If a student is withdrawing from more than one course, a form must be submitted for *each* course.

When a student decides to withdraw from a class, he/she should note that **a grade of W (withdraw) will be recorded on the transcript.**

Students should consult the LPS Policies Manual and the LPS Academic Calendar for dates and procedures relevant to late drops, withdrawals, and all other deadlines.

Students should be aware that withdrawing from a class may affect their financial aid and/or program of study and should follow up with all relevant departments as appropriate.

Students who would like further clarification should meet with a Student Services Staff member at LPS.