

### Instructions

This form is to be used by:

- Full-time undergraduate students who are requesting to withdraw from one or more courses which will result in below full-time credit status
- Part-time undergraduate students who are requesting to withdraw from any course

This form must be submitted to the student's program or department leadership before the last day to withdraw for the academic session or term. Students should talk with their course instructor and meet with their academic advisor or assistant dean before submitting a request to their department. Students receiving financial aid are encouraged to discuss this request with the Office of Financial Aid and Scholarship before submitting their request.

For additional information, please review the "Course Withdrawal" section of [RIT Grades Policy, D.05.IV](#)

Withdrawing from a course will not change your enrollment status (e.g. full-time to part-time) but will lower your credit status (credits able to be earned in a term).

International students cannot withdraw below full-time without prior approval from International Student Services. Please contact <https://www.rit.edu/iss/contact>

<b>General Information</b>	<b>University ID Number</b> _____ <b>Term</b> _____ <b>Date</b> ____/____/____ <b>Name</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle</span> </div> <b>Academic Program</b> _____ <b>Academic Plan</b> _____
----------------------------	--

<b>Course Information</b>	<p>A grade of "W" will be assigned if the course withdrawal is approved. Grades of "W" are maintained as part of the student's permanent academic record, but do not affect GPA. "W" grades count as hours attempted.</p> <p>Students must remain enrolled in at least one course. If requesting to withdraw from all courses, a request for a Leave of Absence or University Withdrawal is required.</p> <p><b>Example:</b></p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #f2f2f2;"> <th>CLASS NO.</th> <th>SUBJECT</th> <th>CATALOG</th> <th>SECTION</th> <th>UNITS</th> <th>COURSE TITLE/DESCRIPTION</th> <th>GRADE</th> </tr> </thead> <tbody> <tr> <td>12345</td> <td>XMPL</td> <td>150</td> <td>01</td> <td>4</td> <td>Project-Based Calculus</td> <td>W</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>W</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>W</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>W</td> </tr> </tbody> </table>	CLASS NO.	SUBJECT	CATALOG	SECTION	UNITS	COURSE TITLE/DESCRIPTION	GRADE	12345	XMPL	150	01	4	Project-Based Calculus	W	_____	_____	_____	_____	_____	_____	W	_____	_____	_____	_____	_____	_____	W	_____	_____	_____	_____	_____	_____	W
CLASS NO.	SUBJECT	CATALOG	SECTION	UNITS	COURSE TITLE/DESCRIPTION	GRADE																														
12345	XMPL	150	01	4	Project-Based Calculus	W																														
_____	_____	_____	_____	_____	_____	W																														
_____	_____	_____	_____	_____	_____	W																														
_____	_____	_____	_____	_____	_____	W																														

<b>Student Signature</b>	<p><b>Reason for Request:</b></p> <p>_____          _____          _____</p> <p><i>By signing this form, I am acknowledging that if granted, this withdrawal may impact time to degree completion and financial aid in current and/or future terms.</i></p> <p>Sign _____ Date _____</p>
--------------------------	--

<b>Decision and Signature</b>	<p><b>Approve</b> - If approved, submit to the Office of the Registrar. Date the form was received in your office: _____</p> <p><b>Reject</b> - If rejected, the department must notify the student and submit to the Office of the Registrar</p> <p><b>Program/Department Signature</b></p> <p>Print _____ Title _____ Email _____@rit.edu</p> <p>Sign _____ Date _____</p>
-------------------------------	--

<b>Registrar's Office Use Only</b>	<p>Date Received _____ Date Processed _____ Processed By _____</p>
------------------------------------	--