

MONITORED WITHDRAWAL REQUEST

Student's Name (Last, First, M.I.) _____	Student ID # _____
--	--------------------

Form to be used after the deadline for drop period has ended

Year _____					
Term _____					
<input type="checkbox"/> Fall					
<input type="checkbox"/> Spring					
<input type="checkbox"/> Summer					
	Course Title			Instructor	

No tuition refund and a "W" will appear on your transcript.

Student is strongly advised to speak with their advisor before withdrawing from a course.

Signature of Advisor, Division Chair, or Academic Affairs is not required, but it is strongly suggested that the student discuss the withdrawal with someone before submitting a monitored withdrawal request.

By signing below, I certify that I have read and agree to the following:

- Monitored Withdrawals with the grade of W is performed from week 3 through week 9 of the Fall and Spring terms; and from day 4 through week 3 of the Summer terms.
- Only International Students, Student Athletes, or students with Special Academic Programs for Financial Aid written by the AVPAA must carry 12 or more credits.
- W grades count as credits attempted but not completed, but carry no negative grade point average consequences. No tuition refund and a W grade will appear on the transcript.
- Students must maintain a credit completed to attempted ratio of 2:3, and a cumulative GPA of at least 2.00 by the end of each academic year in order to be eligible for Federal Financial Aid (Stafford Loans and Pell Grants) for the next academic year.
- PHEAA (PA Higher Ed. Asst. Authority) Grants require the completion of 24 credits from August-August of an academic year in order to retain eligibility for the next academic year.

I understand and agree that if I withdraw from this class, I will be responsible for paying all tuition and fees, and will not be receiving a tuition refund per University policy.

Signature of Student _____	Date _____	Registrar's Use Only Processed By: _____
Signature of Advisor, Division Chair, or Academic Affairs (Recommended) _____	Date _____	