



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 _____

Fall
 Spring
 Summer

Class Number _____

Course Subject & Catalog Number _____

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.

Signature of Student _____

Date _____

Registrar's Use Only

Signature of Advisor, Division Chair, or Academic Affairs (Not Required) _____

Date _____

Processed By: _____

Form Effective Date 02/2014

1. Monitored Withdrawal 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.
2. Only International Students, Student Athletes, or students with Special Academic Programs for Financial Aid written by the AVPAA must carry 12 or more credits.
3. There is no "full-time" requirement for Financial Aid!
4. W grades count as credits attempted but not completed, but carry no negative grade point average consequences.
5. 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.
6. 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.
7. Employers and graduate programs DO NOT look negatively upon W grades. Students Withdraw for a number of reasons, it is not considered a personal failing.