Directions:
- This form is to be used by students withdrawing from a course following the official Add/Drop period. Do not use this form if withdrawing from all courses in a quarter. A Withdraw from Program Form is available for that purpose.
- Instructor of the course must sign the form.
- A grade of “W” for Withdraw or “WE” for Withdrew while failing are assigned to the course and become part of your permanent record. The “W” or “WE” grade will appear on your transcript but does not affect Grade Point Average (GPA) or hours earned.
- This form will be processed based upon the date it is received in the Registrar’s Office.
- Refunds are based upon the Simon School Refund Schedule.
- Please return the completed form to the Registrar’s Office (305 Schlegel Hall) or fax to (585) 271-3907.

Quarter: Fall _____ Winter _____ Spring _____ Summer _____

Today’s Date: ____________________

Mo. Day Yr.

Student Name: ____________________________________________

Please print

Last

First

Middle

Student’s signature: _________________________________________

UID#: ____________________________ Program: __________________

Course Information

Course Title: __________________________

Course Number/Section: __________________________

Credit Hours: _________

Grade (circle one)

W or WE

Gradable Lab (complete if the course has a lab)


Approval

Instructor Signature: ____________________________ Date: ____________

Registrar’s Office Use Only:

Date received/by: ____________

Date processed: ____________

Updated Darden: ____________

Updated ISIS: ____________

Revised 5/2010