Withdraw from Program Form
Simon Graduate School of Business, University of Rochester
Registrar’s Office, 305 Schlegel Hall
Rochester, NY 14627
Phone: (585) 275-3533 / Fax: (585) 271-3907

Directions:
- Please complete this form if a student is withdrawing from a program.
- Before a student may withdraw from either the MBA or MS program, we require that the student meet with a member of the administration. This person will discuss with the student the reason for the withdrawal and determine if the factors necessitating the withdrawal could be changed. If after discussion, a student still wishes to withdraw from the program, the Withdraw from Program Form must be completed and submitted to the Registrar’s Office for processing. Students withdrawing from the Simon School are subject to the refund policy which is available on the Registrar’s Office web site.
- Students enrolled in the MS Medical Management program must consult with the Director of the Program.
- Students enrolled in the PhD program must consult with the PhD department.
- If you are an international student, please consult with the International Services Office (ISO).

Student Name: ________________________________

Today’s Date: ____________________

Last      First      MI

UID#: ____________________  Program: ____________________  Degree: □ MBA □ MS □ PhD □ EMBA

Reason for Withdrawal:
☐ Dropped by School
☐ Withdrawn

Effective Date: ______________  Effective Quarter: ______________

Courses
☐ All courses dropped for the effective quarter. *Drops without penalty are only permitted during the first two weeks of classes.
☐ All courses withdrawn for the effective quarter. W grades assigned.

Approval

Executive Director of Admissions and Administration  Date

Director of Executive EMBA Programs  Date

Director of Medical Management Program  Date
(only if enrolled in MS Medical Management Program)

PhD Department (only if enrolled in PhD program)  Date

Registrar’s Office Use Only

Copies of form sent to:
☐ Bursar  ☐ Student file  Date received: ______________
☐ Financial Aid  ☐ ISO (International Services Office)  Date processed: ______________
☐ Career Center (CMC)  ☐ University Health Service  Darden Registrar – Change Student Status.
☐ Other ____________________  ☐ Information Tech Dept. (IT)  ISIS: __________

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