

**ARCADIA UNIVERSITY**  
450 South Easton Road  
Glenside, PA 19038  
**GRADUATE WITHDRAWAL FROM COURSE (week 3 to 11)**

**Semester/Year**

Fall \_\_\_\_\_

Spring \_\_\_\_\_

Summer I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Course Number**

**Title**

Date: \_\_\_\_\_

Submit to the Registrar's Office for processing.

A graduate student may withdraw from a course without grade point average penalty *before the end of the eleventh week* of each semester and will be assigned a **grade of W**.

Refund of tuition is calculated by date on which written notification is received in the Registrar's Office. Please check with the One Stop Shop to obtain a detailed estimate of the financial implications of withdrawing from courses particularly if financial aid is involved.

Withdrawals after the 11th week of the semester are not allowed except in extraordinary circumstances beyond the control of the student and require a **Petition for Course Withdrawal+** and approval of the Graduate Dean. The petition requires the instructor's signature. The instructor must indicate a grade of **WP or WF** on the petition. (WP/WF remains in effect on transcript)

**Submit Petition to Mary Kate McNulty, Associate Dean, Graduate Studies, Taylor Hall, Room 105.**

**Please note:** Course abandonment, or failure to withdraw from a course, will result in an automatic failure for the course. It is the responsibility of the student to notify the Registrar's Office in writing of the intent to withdraw from a course.

+Graduate Forms Page  
[www.arcadia.edu/gsforms](http://www.arcadia.edu/gsforms)

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