

WITHDRAW FORM

To request withdraw, please fill out the following information, obtain your Department Chair approval signature and return to the Office of Student Services (110 Meyerson Hall). Note: dual degree students need approval signatures from both Department Chairs. Please see the full policy on the back of this form.

Student Information (please print clearly)

| | |
|--|----------------|
| Date: | Term: |
| Full Name: | PennID: |
| Program(s): | |
| Email Address: | Phone: |
| International Students Only: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>I've completed the withdraw process with International Student and Scholar Services (http://global.upenn.edu/iss/absence)</i> | |
| Reason for Withdraw: <input type="checkbox"/> Personal <input type="checkbox"/> Financial <input type="checkbox"/> Medical <i>Please explain below:</i> _____ _____ _____ _____ _____ _____ _____ | |

Student Name (Please Print)

Student Signature

Date

Approvals:

Department Chair or Program Director Name (Please Print) and Sign

Date

Registrar Approval

Date

Voluntary Withdrawal

A student may voluntarily withdraw from PennDesign at any time. Students who withdraw from PennDesign must submit a completed and approved withdrawal form to the PennDesign Office of Student Services. The withdrawal form can be found online or in 110 Meyerson Hall. If the student is enrolled in a dual degree program, the student must receive permission from both Department Chairs to withdraw. Upon receipt of approval, the PennDesign Office of Student Services will make the appropriate adjustment to the student's academic record. The student will receive confirmation by e-mail. Non-attendance does not constitute official withdraw. Tuition and fees will be refunded based on the following schedule:

| <u>Separation Occurring Within</u> | <u>Percentage Refund of Tuition and Fees</u> |
|------------------------------------|--|
| First two weeks of classes | 100% |
| 3-4 weeks | 75% |
| 5-6 weeks | 50% |
| Weeks thereafter | 0% |

Lab fees are nonrefundable after the second week of classes.

International students should consult International Student & Scholar Services (<http://global.upenn.edu/iss>) and fill out the Absence or Withdrawal Form (<http://global.upenn.edu/iss/absence>) prior to submitting PennDesign's withdrawal paperwork.

Readmission

Students who voluntarily withdraw may pursue re-admission within three years of withdrawing. Students who wish to be readmitted after having withdrawn must submit a written request for reinstatement to the PennDesign Office of Student Services. Students who are withdrawn for non-attendance or dismissed for unsatisfactory academic performance are NOT eligible for readmission. The reinstatement request must include a detailed plan to rectify deficient grades, if applicable. The department chair must endorse readmission prior to any registration process. If the student is enrolled in a dual degree program, the student must receive endorsement from both Department Chairs. Credit for courses taken prior to readmission will be reevaluated in conjunction with the degree programs currently offered. Departments may choose not to accept courses regardless of when they were completed for credit toward the degree. As a result, reinstatement may include additional coursework. Students must clear all holds, including financial, that may be on their record prior to being approved for reinstatement. Deadline for submitting materials for readmission are as follows:

Fall readmission

- PhD Architecture and PhD City Planning: December 15th
- M.S. in Architecture and Master of Architecture: December 15th
- All other PennDesign programs: January 17th

Spring readmission

- All PennDesign programs: November 1st