

**PROGRAM WITHDRAW FORM**

To request to withdraw from a degree program, please fill out the following information, obtain your Department Chair approval signature and return to the Office of Student Services ([des-studentservices@design.upenn.edu](mailto:des-studentservices@design.upenn.edu)).

Note: dual degree students need approval from both Department Chairs.  
Please read the [Voluntary Withdrawal Policy](#) before completing this form.

**Student Information (please print clearly)**

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

**Approvals:**

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|---|-----------------------------|------|
| Department Chair or<br>Program Director Name (Please Print) | Signature or email approval | Date |
|---|-----------------------------|------|

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| Registrar Approval | Date |
|--------------------|------|