



Drop/Withdrawal Request Form

Guidelines:

1. Complete this form with all of the required information listed below.
2. Return the form to the Registrar's Office of the Host Institution that you are registered to take a course at (See each PCHE institution's Registrar's Office contact information listed below).

Please note that per PCHE guidelines, you are required to meet the Host Institution's Drop and Withdrawal Deadlines for the given semester in which you are registered for the course, otherwise your request will not be fulfilled.

Section 1: General Information

Home Institution Student ID: _____ Host Institution Student ID: _____

Host E-Mail: _____

Birth Date (mm/dd/yy): _____ Last 4 Numbers of SSN: _____ Phone Number: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Section 2: Institution Information

Home Institution: _____

Host Institution: _____

Semester/Term: _____ Year: _____

Course # and Section	Course Title	Credits/Units	Days	Times

Section 3: Registration Change

I wish to **DROP** **WITHDRAWAL** from my course (Please be aware of the deadlines for your host institution when choosing an option)

Section 4: Signatures

Student: _____	Date: _____	DROP	Approved	Denied
Host Registrar: _____	Date: _____		WITHDRAWAL	

Remarks: _____

Carlow University
Office of the Registrar
3333 Fifth Avenue
Pittsburgh, PA 15213
P: 412-578-6073
F: 412-578-6655

Community College of Allegheny County
Office of the Registrar
808 Ridge Avenue
Pittsburgh, PA 15212
P: 412-237-2556
F: 412-237-4581

Pittsburgh Theological Seminary
Office of the Registrar
616 N. Highland Avenue
Pittsburgh, PA 15206
P: 412-924-1379

University of Pittsburgh
Office of the Registrar
G-3 Thackeray Hall
Pittsburgh, PA 15260
P: 412-624-7662
F: 412-624-4303

Carnegie Mellon University
The HUB
5000 Forbes Avenue
Warner Hall A12
Pittsburgh, PA 15213
P: 412-268-8186
F: 412-268-6651

Duquesne University
Office of the Registrar
600 Forbes Avenue
Pittsburgh, PA 15282
P: 412-396-5624
F: 412-396-5622

Point Park University
Office of the Registrar
201 Wood Street
Pittsburgh, PA 15222
P: 412-392-3859
F: 412-392-8062

Chatham University
Office of the Registrar
Woodland Road
Pittsburgh, PA 15232
P: 412-365-1122
F: 412-365-1643

La Roche College
Office of the Registrar
9000 Babcock Blvd
Pittsburgh, PA 15237
P: 412-536-1079

Robert Morris University
Office of the Registrar
6001 University Blvd
Moon Township, PA 15108
P: 412-397-5492