WITHDRAWAL FORM

To be used for withdrawing from ALL classes for the term/session.

This document is not official until received with all required signatures by the Registrar’s office. A photo ID must be provided.

NOTE: If you are withdrawing because you or your spouse is being called into military service, please include this in the reason for withdrawal and provide appropriate proof.

YEAR: _________  Student ID# ________________

TERM: (Circle One)  Fall  Spring  Summer Intersession  Summer I  Summer II  Long Summer
Classification: Pre-Freshman - Freshman - Sophomore - Junior - Senior - Post-Baccalaureate - Master/Graduate - Special/Non-Degree/Visiting

Name__________________________________________
Last  First  Middle

Address _______________________________________
Street  City, State  Zip

Reason for Withdrawal:  Grades  Financial  Student Illness  Family Illness  Employment  Military
 Other: ________________________________

Comments: ________________________________

Do you live in campus housing?  NO  YES *If YES, please contact Residence Life.

Are you an athlete?  NO  YES *If YES, signature of Athletic Dir. or Compliance Officer________________________

Advisor ____________________________  Major________________________

Advisor Signature ____________________________  Date ____________________________

Dean Signature ____________________________  Date ____________________________

SAP_____ Appeal _____ Exit Counseling _____ R2T4_____ Other ________________________________

Financial Aid Signature ____________________________  Date ____________________________

Student Signature ____________________________  Date ____________________________

If you withdraw from the University, the following notation will occur on your transcript. Consult the University Calendar for exact dates.

Fall and Spring Semester:
First 11 class days – no courses listed
12th class day through 50th class day – “W” notation listed by course and withdrawal date noted
50th day to end of term – no withdrawal is allowed

Summer Terms:
First 5 class days – no courses listed
5th class through 4 days before end of term - “W” notation listed by course and withdrawal date noted
Last 3 class days – no withdrawal allowed

For Registrar’s Office use:
Current Term Student:  Y  N
Enrolled Credit Hours: ____________________________
WD Date: ____________________________
Date Processed: ____________________________
By: ____________________________

Original: Registrar  Copy to: Student____  Financial Aid _____
Revised 12/2016