University Withdrawal/Interruption Form

Student Name: _______________________________________________________ Date: __________________________

Current Address/City/State/Zip: ______________________________________________________________________________________________

Tri./Module Enrolled in: _______________________________________________________Current Term: __________________________

Phone Number:______________________________________________________ Are you a U.S. veteran?   ☐ Yes ☐ No

Type of Action (check all applicable):
☐ Student-initiated withdrawal/interruption
☐ College-initiated withdrawal/interruption (The University may withdraw/interrupt a student for failure to meet financial obligations, health related matters, or other reason deemed appropriate.)

Reason(s) for leaving (check all that apply):
☐ Taking term off  ☐ Health
☐ Taking module off ☐ Financial
☐ Personal ☐ Transfer to another college (please name: __________________________________)
☐ Other: _______________________________________

(The following signatures indicate that the student has been made aware of any outstanding obligations to the University, but does not automatically mean that the obligation has been cleared.)

_____________________________________________________________    Date
Director of Campus & Alumni Services

_____________________________________________________________    Date
Director of Financial Aid

_____________________________________________________________    Date
Library Director

_____________________________________________________________    Date
Finance Office

_____________________________________________________________    Date
Registrar

To be completed by the Office of Academic Records & Support:

Official last date of attendance: __________________________ Anticipated Date/Term of Re-Enrollment (if applicable): __________________________

A student may withdraw or be withdrawn from the University a maximum of two times. The third withdrawal will result in permanent dismissal from the institution. Leave of absence/interruption is defined as non-enrollment by a student in the degree program for one or more trimesters and occurs after the end of a complete trimester. It is different from college withdrawal, which occurs during the course of a trimester. A student who withdraws, takes a leave of absence, or is interrupted from the University and subsequently wishes to return must apply in writing to the Scholastic Regulations Committee for re-admission and must receive Committee approval prior to enrollment. A student must comply with current academic standards as described in the current University Catalog.

I understand that all tuition, fees, etc. that may have accrued must be paid in full before I will be allowed re-admission to the University, and that there may be a fee assessed for re-admission.

I understand that withdrawing or that taking a leave of absence/being interrupted from the University may compromise my future financial aid eligibility, my anticipated graduation date, and/or my eligibility to complete the degree program within the maximum period of time allowed. In signing this form I state that I have read, understand, and agree to comply with University academic policies concerning college withdrawal and/or leave of absence/interruption, and that I take full responsibility for any consequences affecting my academic progression which may result from this action

___________________________________________________________________________________________________________
Student Signature    Date

University Withdrawal/Leave of Absence    September 2015