

Purpose of this form: Use this form to withdraw a student administratively from the university. This form will be kept in the student's file.

Student Name: _____ SID: _____

Program of Study: _____

Start Date: _____ Last Day of Attendance: _____

Administrative Withdrawal Semester/Term: _____

Status: U.S. citizen / Permanent Resident F-1 other _____

Method of Payment: Private Pay Financial Aid Veteran's Benefits

Reasons of administrative institutional withdrawal (Check all that apply)

- Completion of Withdrawal Form (include form)
- Failure to enroll/register (proof of prior term attendance)
- Failure to complete the registration process due to non-payment (proof of prior term attendance)
- Administrative withdrawal because of absence greater than 14 calendar days, and no evidence of intention to return to classes (proof of current term attendance; Course Add/Drop form is applicable)
- Failure to return from the approved Leave of Absence form

Other (Attach proof if applicable):

Comments, if any:

INFORM: Accounting Admissions for new student ISS Office (if F-1) Library Dean/Chair Financial Aid (if FA) Veteran's Affairs (if VA) Career Services and IT

UPDATE: ANTHOLOGY/Drop or withdraw courses, if applicable ANTHOLOGY/Academic Records/Student Status History/Change Status (New Status, Reason, Effective Date, LDA) ANTHOLOGY/Contact Manager/Documents/New Document (add documents below) Notes, if applicable

DOCUMENTS : Proof of Last Day of Attendance (attendance report for current or prior term) Schedule if student is withdrawing after add/drop Course Add/Drop form if student withdrawn after add/drop period Institutional Withdrawal Form ,if applicable Leave of Absence Form, if applicable

Registrar's Office Signature: _____ Date: _____