University Withdraw Form

Student Instructions:
1. If you only wish to withdraw from a single course, you must complete a Single Course Withdraw Form instead of this form.
2. If you wish to obtain a Medical Withdraw, please see University Counseling & Health (208 Danna Center) instead of this form.
3. Print form and complete all sections.
4. Obtain required signatures.
5. Completed form must be submitted to the Office of Student Records to be processed.

Section 1: Student Information
Name (Last, First, Middle): _____________________________________________________________________ CWID: ____________________
College: ☐ CAS ☐ BU ☐ MA ☐ CNH ☐ LAW

Effective (eg, 2018 Fall): ___________ (Year) ___________ (Term) Date: ________________
University Withdraw: ☐ *Leave of Absence: ☐ *Indicate Date of Return (1 Year MAX): ______ (Year) ______ (Term)

Reason for Withdraw/Leave: ________________________________________________________________
*Leave of Absences will not be granted to Undergraduates who have a GPA of less than 2.00 or a graduate student with less than 3.00, or those who transfer to another University, or to Transient students.

Section 3: Student Statement & Signature
I acknowledge that the above information is accurate and I understand that withdrawing from the University will reflect a graded “W” on my transcript for my enrolled courses. I understand that this may affect my degree progress, financial aid, scholarships, veteran’s benefits, and/or other areas. I have researched these issues and understand the possible implications of this action.
Signature: __________________________________________________________ Date: ______________________________

Section 4: Required Signatures
Check and Obtain signatures that apply. *Required for all Students
☐ *Student Success Center (239 Monroe Library): ______________________________________________________________
☐ *Associate Dean of College: ______________________________________________________________
☐ *Student Financial Services (406 Thomas Hall): ______________________________________________________________
☐ *Student Affairs (205 Danna Center): ______________________________________________________________
☐ Residential Life (1st FL, Biever Hall): ______________________________________________________________
☐ Veteran’s Benefits: ______________________________________________________________

Section 5: Approval
Once completed, this form must be turned in, by the student listed above, to the Office of Student Records located in Thomas Room 204.

Office Use:
Comments: _____________________________________________________________________________

Signature of Student Records Representative: ______________________________________________ Date: ______________