REQUEST FOR WITHDRAWAL FROM SHEPHERD UNIVERSITY

WITHDRAWAL PROCEDURES
1. Complete top portion of this form.
2. Rambler Card must be turned in to the Rambler Card Office.
3. Proper clearance from the residence hall is extremely important for residence hall students. This includes securing a residence hall withdrawal permit from the Student Affairs Office and checking out of the residence hall through a Resident Assistant.
4. Students receiving veteran's benefits must notify the Veterans Affairs Office.
5. A grade of “W” will be recorded in each of the student's classes.

Effective Date ____________________________

Name ____________________________ Student Identification Number ____________________________

Reason for Withdrawing ________________________________________________________________

Enter Current Year:
Fall __________
Spring __________
Summer I __________
Summer II __________
Summer III __________

I am a:
☑ Graduate Student
☑ Athlete

______________________________ __________________
Signature of Student Date  

______________________________ __________________
Signature of Registrar Date  

______________________________ __________________
Signature of Student Affairs Date  

______________________________ __________________
Signature of Librarian Date  

______________________________ __________________
Signature of Financial Aid Officer Date  

______________________________ __________________
Signature of Residence Life Date  

______________________________ __________________
Signature of Business Manager Date  

Student Carried ________
Interoffice ________