REQUEST FOR COMPLETE WITHDRAWAL FROM SHEPHERD UNIVERSITY

PROCEDURES:
1. Student completes middle portion of this form and signs.
2. Student obtains signature of advisor (not required for non-degree-seeking students).
3. Student returns signed form to the Office of the Registrar no later than 4pm on the last day of classes.

IF YOU ARE IN ONE OF THESE CATEGORIES: CONTACT THESE OFFICES BEFORE WITHDRAWING:
Athletes . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Athletic Director 304-876-5404
Students Receiving Financial Aid . . . . . . . . . . . . . Financial Aid Office 304-876-5470
Graduate Students . . . . . . . . . . . . . . . . . . . . . . . . . Office of Graduate Studies 304-876-5313
International Students . . . . . . . . . . . . . . . . . . . . . . International Student Advisor 304-876-5325
Students Currently in Residence Halls . . . . . . . . . . . . Residence Life 304-876-5172
Students Receiving Veteran’s Benefits . . . . . . . . . . . . Veteran’s Affairs 304-876-5325

Notes: A final grade of “W” will be recorded for each class. A complete withdrawal from a semester may still require a full or partial tuition payment due to the institution. Please refer to the tuition refund schedule in the current Schedule of Classes to determine your financial obligation.

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<th>Name</th>
<th>Shepherd ID Number</th>
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Enter Current Year: ___________  Fall  ___  Sum I  ____  Sum III  ___
                        Spring  ____  Sum II  ___

Reason(s) for Complete Withdrawal (check any that apply and elaborate if you choose):

θ Academic Difficulty  ____ Poor grades  ____ Transfer Problems  ____ Other
θ Financial Difficulty  ____ Financial Aid  ____ Must Work  ____ Other
θ Housing/Transportation  ____ Lost Housing  ____ No Car  ____ Other
θ Personal/Family/Health  ____ Illness  ____ Relocating  ____ Other
θ Other reason or additional information______________________________

SIGNATURES: BY SIGNING HERE, I INDICATE THAT I HAVE READ AND UNDERSTOOD THE POSSIBLE CONSEQUENCES OF A COMPLETE WITHDRAWAL FROM THIS SEMESTER (SEE BACK OF FORM):

<table>
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<tr>
<th>Student</th>
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<th>Advisor</th>
<th>Date</th>
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(Dept Chair/Dean may sign if advisor is unavailable)

OFFICE USE ONLY

Registrar  Official Date Of Withdrawal  Current Academic Standing
We understand that a complete withdrawal from a semester is sometimes unavoidable. However, we want you to be aware that a complete withdrawal can also carry some potentially serious consequences, including but not limited to the following:

Students currently on Academic Probation

- A complete withdrawal after the 5th week of a semester results in an immediate suspension for the next semester.

Athletes

- A complete withdrawal from a semester will seriously affect your ability to remain eligible to participate in varsity athletics.

Dependent Students

- A complete withdrawal from a semester may mean that you are no longer eligible to be carried on a parent/guardian insurance policy.

Students receiving Financial Aid

- A complete withdrawal from a semester can end loan deferments.
- A complete withdrawal from a semester can make you ineligible for grants and scholarships that require a minimum number of earned hours for renewal.
- A complete withdrawal from a semester can affect your Satisfactory Academic Progress (SAP) for financial aid.

Graduate Students

- If you were admitted on Provisional Status, a complete withdrawal will affect your ability to move to normal status at the end of the probationary period, and may result in academic dismissal.

International Students

- A complete withdrawal from a semester can affect your eligibility to remain in the U.S.
- Your SEVIS record must be updated immediately, alerting the Department of Homeland Security.

Residence Hall Students

- A complete withdrawal from a semester usually means that, except for a documented medical emergency, you will receive no refund for housing.
- Meals are prorated from the date that you officially check out of the residence hall.

Veterans using Veterans Administration State or Federal Benefits

- A complete withdrawal from a semester can prompt the VA to bill you for the funds it disbursed on your behalf.
- A complete withdrawal from a semester can cause problems with Tuition Assistance contracts.