

**OFFICE OF THE REGISTRAR
SHEPHERD UNIVERSITY
SHEPHERDSTOWN WV 25443
304-876-5463**

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 deadline (see Academic Calendar).

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.

Name

Shepherd ID Number

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):

<input type="checkbox"/> Academic Difficulty	<input type="checkbox"/> Poor grades	<input type="checkbox"/> Transfer Problems	<input type="checkbox"/> Other
<input type="checkbox"/> Financial Difficulty	<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Must Work	<input type="checkbox"/> Other
<input type="checkbox"/> Housing/Transportation	<input type="checkbox"/> Lost Housing	<input type="checkbox"/> No Car	<input type="checkbox"/> Other
<input type="checkbox"/> Personal/Family/Health	<input type="checkbox"/> Illness	<input type="checkbox"/> Relocating	<input type="checkbox"/> Other

☐ 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):

Student

Date

Advisor

Date

(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.