



Withdrawal Form

By completing this form, you are effectively severing your relationship with Drexel University.

Effective Date of Withdrawal: \_\_\_ / \_\_\_ / \_\_\_ Status: Undergraduate Graduate Freshman in 09/10 Academic Year: Yes No
If yes, return form to Main 308 for completion

Name Last First Middle

University ID Number [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Mailing Address Home Phone ( ) - Cell Phone ( ) - E-mail

Co-op Concentration: 4 year Co-op 5 year Co-op 4 year Non Co-op

Reason for Withdrawal Student Classifications
Select all applicable reasons for withdrawal: Academic Financial Transfer to Another Institution Other
Select all applicable classifications below: On-Campus Housing Meal Plan International Student Other

Printed Name of Student Signature of Student E-mail Address Date

Authorization - Upperclassmen are responsible for gathering all applicable signatures prior to submitting form. Freshmen must report to Main 308 prior to gathering signatures.
1. Signature of Academic Advisor/Program Director Email Address Date
2. Signature of Residential Life Office Representative Email Address Date
3. \*\*Signature of Co-operative Education Representative Email Address Date
4. \*\*Signature of International Students and Scholars Office Email Address Date
5. Signature of Financial Aid Representative Email Address Date
6. Signature of Billing Representative Email Address Date



## Withdrawal Process

### *Purpose*

Students use this form to formally withdraw from the institution, effectively severing their relationship with Drexel University.

### *Procedures [FOR FRESHMEN]*

1. Students are asked to indicate the appropriate reason and the effective date for their withdrawal. Student initiates the withdrawal process by meeting with their academic advisor.
2. Advisor submits electronic withdrawal form and asks student to confirm their information and intention to withdraw in a meeting with the Office of the Provost in Main Building Room 308.
3. The electronic withdrawal form is reviewed by academic offices, billing and financial aid to assess student record and account status.
4. Student meets with Billing / Student Accounts to close out their University account. The process is not considered complete until student and Billing/Financial Aid signs final paperwork.
5. Withdrawal is complete. Student receives confirmation from Office of the Registrar.

Electronic approval will be obtained from the appropriate offices in lieu of physical signatures. The entire transaction will be completed in one business day.

### *Procedures [FOR UPPERCLASSMEN]*

Students are asked that they indicate the appropriate reason and effective date for their withdrawal. Students must then meet with their academic advisor to inform the advisor of their decision to leave the institution and obtain their signature. International students are required to inform a representative of the International Students and Scholars Services of their decision to leave the institution and secure a signature. Students must finally meet with a financial aid representative to discuss the financial aid implications of leaving the university.

The Withdrawal form with appropriate signatures (gathered by the student) must be submitted to the Student Resource Center for processing.

Students who return from a withdrawal from the University must complete a Readmission form. Please note that students who withdrew from the institution and who were not in classes for four consecutive terms or more will be subject to any increases in tuition/billing schedules. Students seeking Readmission are asked to contact the Office of Student Accounts/Bursar for additional billing information.