Southwestern College Withdrawal

First Name:_____ **Last Name:** _____

Student ID:_____ **Cell Phone Number:** _____

Mailing Address: _____

City:_____ **State:**_____ **Zip Code:**_____

☐ **Please check if you would like to use the above address in our system**

Personal E-Mail Address: _____

Withdrawal Information: Which of the following apply?

- ☐ I am completing the current semester and will not return to Southwestern College.
- ☐ I am withdrawing immediately and should be removed from all classes.
- ☐ It is between semesters and I'm withdrawing before the next semester begins.
- ☐ I am planning to return to Southwestern College within the next year.

Primary Reason for Withdrawing (Required)

- ☐ Financial difficulty
- ☐ Transfer to another college/university
- ☐ Academic concerns (faculty, advisor, major not offered, etc.)
- ☐ Medical (self or family)
- ☐ Family Issues/Concerns
- ☐ Work/employment concerns
- ☐ Co-curricular concerns (athletics, student organization, performing arts)
- ☐ Decided not to attend college any longer

Signature:_____ **Date:**_____

**The official withdrawal date will be determined by the Registrar's Office based on the student's first notification to the College or the effective date whichever is latest.

Office Use Only:

Official Withdrawal Date: _____

Southwestern College Main Campus Withdrawal Procedures

Withdrawal Policy

Any student wishing to withdraw entirely from the college during a semester should give official notice at the registrar's office by the last day to withdraw from classes (see Academic Calendar). Withdrawal protects the academic record in that the designation of "WD" is recorded for any course in progress at the time of the student's departure from the college.

To withdraw from the College, follow the procedures below for an immediate withdrawal or withdrawal at the end of the semester.

Immediate Withdrawal

- ☐ Complete a Withdrawal form at the Registrar's Office (Christy 114).
- ☐ Meet with Financial Aid office (Christy 115) staff to review any changes to financial aid and complete any additional requirements.
- ☐ Meet with Student Accounts office (Christy 115) staff to discuss any financial obligations.
- ☐ Return all books and other items checked out from Deets Library before leaving campus.
- ☐ Close out mailbox at the Mail Center in the lower level of Smith Student Center.
- ☐ Return laptop and accessories (adaptor, pen, and case) to the SC Helpdesk (Christy 215).
- ☐ If you reside in college housing, check out with your resident director and return residence hall key(s) and ID to resident director at check out.

Withdrawal at the End of the Semester

- ☐ Complete a Withdrawal form at the Registrar's Office (Christy 114).
- ☐ Meet with Student Accounts office (Christy 115) staff to discuss any financial obligations.
- ☐ If you have borrowed student loans during your time at Southwestern, go to https://studentaid.gov and complete Direct Loan Exit Counseling. This process is required of all borrowers transferring out of the institution and does not kick your loans into repayment. If you would like to talk about your student loans, visit or email the Office of Financial Aid (Christy 115).
- ☐ Return all books and other items checked out from Deets Library before leaving campus.
- ☐ Close out mailbox at the Mail Center in the lower level of Smith Student Center.
- ☐ Return laptop and accessories (adaptor, pen, and case) to the SC Helpdesk (Christy 215).
- ☐ If you reside in college housing, check out with your resident director and return residence hall key(s) and ID to resident director at check out.