



# NOTIFICATION OF WITHDRAWAL OR LEAVE OF ABSENCE

**Instructions:** This form must be completed by a student who is seeking withdrawal or leave of absence from the college. The student must first complete course withdrawal information and obtain instructor signatures in the table provided below. The student then proceeds to the college's Finance Office, library and bookstore for clearance of any outstanding text or fees. After receiving full clearance, the student next visits the Office of the Dean for consultation and approval. The form must be signed by the Dean and then returned to the Office of the Registrar for processing. The date of receipt of the notification at the OTR becomes the effective date of the intended withdrawal or leave.

**Student Name:** \_\_\_\_\_  
Last Name First Name Middle

**Department:** \_\_\_\_\_ **Program:** \_\_\_\_\_

### WITHDRAWAL OR LEAVE OF ABSENCE INFORMATION

Reason(s) for requesting withdrawal or leave of absence (specify time period, as applicable):

*(You may attach a separate sheet and/or supporting documentation.)*

*I understand that the withdrawal or leave of absence being requested must not exceed two consecutive semesters. Exceeding the maximum time period means that I must re-apply to the college, should I seek readmission at a future date. I understand that readmission is not guaranteed, but is at the discretion of the Dean upon assessment of my prior academic performance and the availability of space and program.*

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

COURSE NO.	COURSE DESCRIPTION	CR	INSTRUCTOR'S SIGNATURE	PASS	FAIL
a.					
b.					
c.					
d.					
e.					
f.					

### CLEARANCE REQUIRED BEFORE APPROVAL

Book returned  Fines paid  Clear  Signature of Library official: \_\_\_\_\_

Book returned  Fines paid  Clear  Signature of Bookstore official: \_\_\_\_\_

Fees  Fees paid  Clear  Signature of Finance official: \_\_\_\_\_

Approved by Dean: ( ) Yes ( ) No Dean's Signature: \_\_\_\_\_

### OFFICE OF THE REGISTRAR USE ONLY

**Received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_  
[mm] [dd] [yr]

*1 Copy to student, 1 copy to Registrar's Office, 1 copy to Dean (Photocopy to Finance Office)*