

University Withdrawal Form

by completing this form, you are effectively severing your relationship with Dres	tei University.	
Effective Term of Withdrawal Status Undergra	nduate Graduate Are you an new incoming Freshman? Yes No (If yes, return form to Main 308 for completion)	
University ID number Date of Birth	_ Email	
Home Phone Cell Phone	Effective Date of Withdrawal(MMDDYYYY)	
Reason For Withdrawal		
Select all applicable reasons for withdrawal:		
Academic Financial Transfer To Another Institution Other		
Mailing Address	Student Classifications Select <i>all</i> applicable Categories below: Undergradate Graduate	
Co-op Concentration: '4 year Co-op 5 year Co-op 'P qp'Eq/qr	On-Campus Housing Meal Plan International Student Other	
Printed Name of Student Signature of Student	dent E-mail Address Date	
1 Signature of Academic Advisor/Program Director	Email Date	
2 Signature of Residential Life Office Representative	Email Date	
3 **Signature of Co-operative Education Representative""""	Email Date	
4 **Signature of International Students and Scholars Office''''	Email Date	
5 Signature of Drexel Central Representative	Email Date	



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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 approximately 5 business days.

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 must then be submitted to the Drexel Central 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 Drexel Central for additional billing information.