

Student Resource Center
Drexel University
3141 Chestnut Street, Suite 222
Philadelphia, PA 19104
215.895.2300

Revised 12/2010

Withdrawal Form

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

Effective Term of Withdrawal: For example, Fall 2009	Status:	Undergraduate	Graduate	Are you an new, inc	coming Freshman:Yes to Main 308 for completion	No
Name Last University ID Number	First	Date of Birth		ldle /		
Mailing Address			()			
Co-op Concentration: 4 year Co-op 5 year Co-op		Non Co-op	Effective Dat	e of Withdrawal:	Nonth / Date / Year	
Reason for Withdrawal		Student Classi	ifications			
Select all applicable reasons for withdrawal:		Select <i>all</i> applica	able classificatio	ns below:		
Academic Financial Transfer to Anothe	n On-Camp	On-Campus Housing Meal Plan International Student				
Other		_ Other				_
Printed Name of Student Signature of Student		nt	E-mail Address		Date	
For Internal Use Only (** = If Applicable)						
Signature of Academic Advisor/Program Director		Email A	ddress	Date		
2. Signature of Residential Life Office Representative		Email Address		Date		
3. **Signature of Co-operative Education Representative		Email Address Date		Date		
4. **Signature of International Students and Scholars Office		Email Address		Date		
5. Signature of Financial Aid Representative		Email A	.ddress	Date		
6. Signature of Billing Representative			Email A	ddress	Date	

Withdrawal Process

Purpose

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

Procedures [FOR FRESHMEN]

- 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 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.