

Date: \_\_\_\_\_

**Request for Official Withdraw from the University**

\_\_\_\_\_  
First Middle Last Student ID Number

\_\_\_\_\_  
Address: Street City State Zip

\_\_\_\_\_  
Home Phone Number Cell Phone Number Alternate Number

\_\_\_\_\_  
Declared Major/Minor/Academic Program Academic Advisor(s) GCU Email Account

**I am a (select one from each column):**

<input type="checkbox"/> Freshman	<input type="checkbox"/> Resident
<input type="checkbox"/> Sophomore	<input type="checkbox"/> Commuter
<input type="checkbox"/> Junior	
<input type="checkbox"/> Senior	
<input type="checkbox"/> Graduate/Post-baccalaureate Student	

**What were your intentions when you enrolled at GCU?**

To obtain a degree/certificate from Georgian Court University

Preparation for transfer to another Institution

Other: \_\_\_\_\_

**I plan to:**

Withdraw from the \_\_\_\_\_ semester immediately  
(semester/year)

Complete the \_\_\_\_\_ semester but will not return \_\_\_\_\_  
(current semester) (semester not returning)

**Do you plan to return to Georgian Court?**

Yes\*

No

**\*If yes, when:** \_\_\_\_\_  
(semester/year)

**Which option best describes your plans after withdrawing?**

Work Full or Part Time

Transfer to a Four Year Institution\*

Transfer to a Two Year Institution\*

Care for Home and/or Family

Other: \_\_\_\_\_

**\*If transferring, please list new institution:** \_\_\_\_\_

**Reasons for withdrawal (check all that apply):**

<input type="checkbox"/> Health-related issues (family or personal)	<input type="checkbox"/> I am socially dissatisfied at GCU
<input type="checkbox"/> Cannot meet my financial obligations to GCU	<input type="checkbox"/> Academic coursework is too difficult
<input type="checkbox"/> Want to enroll in academic program/major GCU does not offer	<input type="checkbox"/> Academic advising was inadequate
<input type="checkbox"/> I am no longer interested in seeking a degree/certification	<input type="checkbox"/> Required courses are not offered to meet my schedule
<input type="checkbox"/> Other _____	

**Please explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* CONTINUED ON FOLLOWING PAGE \*\***

It is important to realize that there are financial, and potentially academic, consequences to withdrawing after the drop/add period which will vary based upon the official date of withdrawal. These consequences will be discussed during your exit interview with the Dean of Student Success. **We STRONGLY encourage you to read the withdrawal policy in its entirety prior to signing this document.** It is imperative the entire withdrawal process is completed prior to the student's departure. Failure to complete the process could result in failing grades and responsibility for full tuition and fees for the semester.

- A student who officially withdraws from GCU during the drop/add period of a given semester receives no academic or financial penalties. In this case, the student's class schedule is completely dropped from the academic record, proof of registration will not appear on the student's official transcript, and the student is eligible for full refund of any payment made for the semester.
- A student who officially withdraws from GCU during any given semester will receive grades of "W" or "WE" on her/his records. If a student was graded for a course prior to the withdraw request, that grade will remain on the academic record.
- A student may not officially withdraw from GCU for the current semester after the final day of classes. The official withdraw request will be effective the day after the immediate semester.
- A student who has withdrawn from GCU must reapply through Admissions should s/he wish to return to the university.

With my signature below I agree to the following:

- ✓ I have read and understand the Withdrawal Policies and Procedures of GCU
- ✓ I further understand that I will remain responsible for any and all debts I have incurred at GCU
- ✓ I understand that if I am a residential student I must complete the room check-out process with a professional staff member and return my room key(s) within 24 hours
- ✓ I understand that my email account will be deleted within three (3) business days and that Georgian Court University is not responsible for any lost information after that time.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

***\*Office Use Only***

<b><u>Courses in progress at time of withdrawal:</u></b>	
_____	_____
Course/Section/Instructor	
_____	_____
Course/Section/Instructor	
_____	_____
Course/Section/Instructor	
_____	_____
Course/Section/Instructor	
_____	_____
Course/Section/Instructor	
_____	_____
Course/Section/Instructor	

_____	_____
<b>Dean of Student Success &amp; Retention</b>	<b>Date</b>
<b>Official Date of Withdrawal:</b> _____	
<b>Exit Interview conducted by:</b> _____	

- Email Notification sent on \_\_\_\_\_
- Copy of form sent to Student Accounts on \_\_\_\_\_
- Copy of form sent to Financial Aid on \_\_\_\_\_
- Course instructors notified on \_\_\_\_\_
- Entered in Withdrawal Database
- Active Directory/Email Account suspended
- Original form sent to be filed in Academic Record