



Office of the Registrar



NOTIFICATION OF WITHDRAWAL

EMORY ID: \_\_\_\_\_ NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ TERM and YEAR: \_\_\_\_\_

1. CHECK ONE: [ ] COMPLETE TERM WITHDRAWAL [ ] PARTIAL WITHDRAWAL WITH PENALTY (STOP! USE FORM WF)

2. Does student need to go through the school's readmission process to take further courses? CHECK ONE: [ ] YES (all future enrollments will be dropped) [ ] NO (all future enrollments will be retained)

3. Please indicate Effective Date for Complete Term Withdrawal: \_\_\_\_\_ (LAST DAY OF ATTENDANCE)

4. Student should be listed as [CHECK ONE] [ ] Discontinued [ ] Leave of Absence With a valid reason of: [CHECK ONE] [ ] Administrative [ ] Academic Deficiency [ ] Armed Forces Service [ ] Armed Forces Service [ ] Death [ ] Foreign Aid Service [ ] Foreign Aid Service [ ] Official Church Mission [ ] Official Church Mission [ ] Permanent Disability [ ] Personal [ ] Withdrawn Student

5. Please indicate courses, grades, and the last day of attendance for each class:

Table with 3 columns: Course (ENG101 000), Grade (W/WF/WU), Last Day of Attendance (Effective date). Multiple empty rows for data entry.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Approval

OFFICE USE ONLY

- 1. Withdraw Student (Use>Term History>Term Withdrawal) verify that you are on the correct term
2. Drop Future Enrollments (Use>Enrollment Request)
3. Uncheck Eligible to enroll checkbox for future terms (Use>Term Activation)
4. Recalculate tuition on current term and future terms (Use>Term Activation>Calculate Tuition)
5. Delete term activation row for future terms only (Use>Term Activation)
6. Discontinue or Leave of Absence using withdrawal date (Track Student Careers>Use>Student Program/Plan>Student Program)