

OFFICE OF THE REGISTRAR
SHEPHERD UNIVERSITY
SHEPHERDSTOWN, WV 25443

REQUEST FOR WITHDRAWAL FROM SHEPHERD UNIVERSITY

WITHDRAWAL PROCEDURES

1. Complete top portion of this form.
2. Rambler Card must be turned in to the Rambler Card Office.
3. Proper clearance from the residence hall is extremely important for residence hall students. This includes securing a residence hall withdrawal permit from the Student Affairs Office and checking out of the residence hall through a Resident Assistant.
4. Students receiving veteran's benefits must notify the Veterans Affairs Office.
5. A grade of "W" will be recorded in each of the student's classes.

Effective Date _____

Name _____ Student Identification Number _____

Reason for Withdrawing _____

Enter Current Year:

Fall _____

Spring _____

Summer I _____

Summer II _____

Summer III _____

I am a: <input type="checkbox"/> Graduate Student <input type="checkbox"/> Athlete
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Signature of Student Date

Signature of Registrar Date

Signature of Student Affairs Date

Signature of Librarian Date

Signature of Financial Aid Officer Date

Signature of Residence Life Date

Signature of Business Manager Date

Student Carried _____

Interoffice _____