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:  
☐ Graduate Student  
☐ Athlete  

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 ________  

11/04