



OFFICIAL STUDENT WITHDRAWAL FORM

Withdrawal from the University - Students may withdraw from the University as late as one week before the last week of classes. After this time, official documentation should support an emergency beyond the control of the student. An official withdrawal form must be executed during the term for which the student wishes to withdraw from the University. The effective date of the withdrawal is the student's last date of attendance according to faculty records. Failure to adhere to these procedures will result in a grade of "F" in all courses in which the student is registered.

Step 1. Student - Complete the following fields

Effective Term: _____
Term and Year

Date Reported to the Registrar's Office: _____

Name: _____
(Last Name, First Name)

Student ID #: _____

Student E-mail: _____

Reason for Withdrawal: Academic Family Work/Class Conflict Medical
 Transferring Financial Other

If you are transferring to another school, please indicate which school _____

Student's Signature _____

Phone Number _____

Step 2. Student - fill in the Course Prefix and Title and the Professor's name

Course Prefix and Title	Professor's Name	Last Date of Attendance

Step 3. Student: Collect the following two (2) required department signatures and e-mail completed form to the Registrar's Office. E-mail: fmuregistrar@fmuniv.edu | Location: Earlene & Albert Dotson Student Services Center – Room #130

Financial Aid Officer

Student Accounts Officer

REGISTRAR'S OFFICE USE ONLY

Date Received: _____

Processed by: _____

Date Processed: _____

Official Withdrawal Date: _____