

# NOTICE OF COMPLETE WITHDRAWAL FROM MOUNT ST. JOSEPH UNIVERSITY

Please Print.

First Name	Last Name	ID#	SS#
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I wish to withdraw from Mount St. Joseph University for these reasons (brief explanation):

Signature of Student	Date
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### PROCEDURES TO BE FOLLOWED BY STUDENT

**Step 1:** Complete the top portion of this form. Bring a copy to your meeting with the Dean of Students.

**Step 2:** After exit interview with the Dean of Students (Seton 132), obtain signature(s) of appropriate person(s).  
(See below.)

**Step 3:** Fill out drop/add form, include advisor’s signature.

**Step 4:** Return completed form, with all signatures, to Student Administrative Services (Conlan Center).

***Failure to withdraw results in a grade of “F” for all courses taken during the semester & the student is not eligible for honorable dismissal.***

#### Step 1: Dean of Students (Exit Interview)

Signature of Dean of Students	Date
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#### Step 2: Residence Hall (If applicable) \_\_\_\_\_ Notified Office of Residence Life of departure date.

Signature of Office of Residence Life Staff	Date
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#### Step 3: Library \_\_\_\_\_ Returned all library books. \_\_\_\_\_ Paid any fines due.

Signature of Library Staff	Date
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#### Step 4: Academic Advisor

Signature of Academic Advisor (or Academic Advising Resource Center if advisor not available.)	Date
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#### Final Step: Student Administrative Services \_\_\_\_\_ Date Classes Dropped

Received By	Date
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