Withdrawal or Leave of Absence Form

- The completion of this form and an exit interview form are required to officially withdraw from Whittier College.
- The completed form must be submitted to the Dean of Students Office to complete the withdrawal or leave of absence process.
- A student is not considered withdrawn or on leave until this completed form is accepted by the Dean of Students.

<table>
<thead>
<tr>
<th>Please Print Legibly</th>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Student ID:</td>
</tr>
<tr>
<td>Residence Hall:</td>
<td>Room:</td>
</tr>
<tr>
<td>Student ID:</td>
<td>Current Year:</td>
</tr>
<tr>
<td>I entered Whittier as:</td>
<td>□ First Year</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Where will you be living while away from Whittier College?</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Nation:</td>
</tr>
<tr>
<td>When is your Withdrawal or leave of Absence effective? (select one)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** No withdrawals of any type will be granted during the last week of any course.

- **Immediately:** This option is only available if you submit the form before the Last Day to Withdraw from College for the current term. This date is published in the Academic Calendar. End of Current Term will be used if you submit this form after the deadline. The effective date on the form will be used to calculate tuition cancellations whenever applicable. Faculty will be notified by the Registrar’s Office and you may receive a grade of “W” in all courses.
  - *If effective immediately, what is the last date you attended classes? ________________________________*
  - *Residential Students: You must vacate your residence hall within 48 hours and check out with your Resident Advisor.*

- **End of Current Term:** Effective after the Last Day to Withdraw from College for the current term. You will receive faculty assigned grades for all in-progress courses.
  - My withdrawal or leave of absence should take effect at the end of: (select one) □ Fall Semester □ January Term □ Spring Semester

**Do you plan to return to Whittier College to finish your program of Study? (select one)**

- **No, I am permanently withdrawing from Whittier College.** If you withdraw during an in-progress term and before the Last Day to Withdraw from College you will receive grades of “W” for all applicable courses. You must submit this form before the withdrawal deadline or you will receive instructor-assigned grades in all of your courses.

- **Yes, I plan to return to Whittier College after a Leave of Absence.** Prior to submitting this form to the Dean of Students, you must obtain confirmation of academic standing from the Registrar’s Office and confirmation of financial standing from the Business Office. Both offices are located in Mendenhall – both offices will use an official stamp to signify your present standing.

- **Academic Standing**
  - □ Good
  - □ Probation
  - □ Warning

- **Business Office Stamp**

**What is your reason for Withdrawing or taking a Leave of Absence? (select one)**

- □ Personal
- □ Transfer to another college or university, ________________________________ (name of institution)
- □ Medical/Psychological: It is your responsibility to maintain medical and health insurance during the leave. Must meet with the Dean of Students prior to submitting completed form.

**Student Signature**

- **Initials**
- **Signature:**
- **Date:**

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