SEATTLE UNIVERSITY
OFFICE OF THE REGISTRAR
& OPERATIONS
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090
(206) 220-8030; Fax: (206) 296-2443

WITHDRAWAL REQUEST
(CURRENT QUARTER ONLY)

(RMRGWDRC)

▶ ***CHECK ONE*** ◀

☐ **COURSE WITHDRAWAL**
☐ **COMPLETE WITHDRAWAL FOR CURRENT QUARTER**
☐ **COMPLETE WITHDRAWAL & NOT RETURNING TO SU**

INSTRUCTIONS:

- Complete this form and submit to the Registrar's Office *by the withdrawal deadline* published in the University Academic Calendar.
- The official date of withdrawal is the date of the first signature by a university official. If the form is not received by the Registrar's Office within five days after the first official signature, the official date of withdrawal will be the date the completed form was received.
- If this is for a current quarter withdrawal *after the deadline* or a *past quarter withdrawal*, contact the Dean's Office of your school/college.
- If this is a hardship withdrawal, use the *Hardship Withdrawal* form instead.
- If this is an involuntary military call up, use the *Military Service Leave of Absence Request* form instead.

Student ID Number: _____ Phone Number: (_____)_____
Area Code

Student Legal Name: _____ SU Email: _____@seattleu.edu
Last First Middle

Class Level: ☐ FR ☐ SO ☐ JR ☐ SR ☐ GR ☐ Post-Bacc ☐ Non-Matric

College or School of major: _____ Major or Program _____

Registration Term/Year (Fill in year): Fall ____ Winter ____ Spring ____ Summer ____
Year Year Year Year

▶ **Student Signature**: _____ **Date**: _____

CHECK ALL THAT APPLY: OFFICE SIGNATURES (**Required**)

☐ I am receiving financial aid and/or scholarships _____ (STUDENT FINANCIAL SERVICES) _____ DATE

☐ I am a participant in intercollegiate sports _____ (ATHLETIC ADMINISTRATOR) _____ DATE

☐ I am an International Student with an F1 or J-1 Visa _____ (INTERNATIONAL STUDENT CENTER) _____ DATE

☐ I am a participant in the Culture & Language Bridge Program _____ (CULTURE & LANGUAGE BRIDGE ADVISER) _____ DATE

☐ I am a participant in ROTC _____ (ROTC ADMINISTRATOR) _____ DATE

☐ I am on academic probation _____ (SCHOOL ASSOCIATE DEAN) _____ DATE

☐ I am a Nursing major _____ (NURSING ASSOCIATE DEAN) _____ DATE

☐ I am living in campus housing (complete withdrawal only) _____ (HOUSING DIRECTOR) _____ DATE

Complete the information below to withdraw from your course(s) in progress:

	Course Subject & Section Number (e.g. MATH 118-01)	Last Date of Attendance	Instructor Signature	Date Signed
1.				
2.				
3.				

☐ **Check this box if you are also submitting a <u>LATE ADD</u> for another class on a Registration Change – Petition to the Dean.**

List that class here (e.g. *UCOR 1100-01*): _____

☐ **If you are not returning to SU, check here to withdraw <u>AT THE END OF THE CURRENT QUARTER</u> after grades are posted.**

REASON FOR COMPLETE WITHDRAWAL: _____

_____

REGISTRAR'S OFFICE USE ONLY

Processed by: _____ Date: _____