

Withdrawal from College Instructions

Please indicate your intention to withdraw from college on this form in the space provided. Note that if you plan to withdraw before the end of the current term and you are currently enrolled in classes, you must submit a Withdrawal from College form by the last day of classes. You will be withdrawn from all courses in your current term and all future registrations.

DAY program students cannot withdraw from currently enrolled courses during finals week.

Requesting a withdrawal from college may impact your Augsburg student account, financial aid, housing obligations, and academic standing. To ensure that you are making an informed decision about this action, it is strongly advised that you meet with the appropriate office.

At a minimum, meeting with Academic Advising is highly recommended.

Academic Advising (Sverdrup Hall, 1 st Floor)	612-330-1025
Student Financial Services (Sverdrup Hall, 1 st Floor)	612-330-1046
Registrar's Office (Sverdrup Hall, 1 st Floor)	612-330-1036
If you live on campus:	
Residence Life (Lobby, Urness Hall or Anderson Hall)	612-330-1488



Withdrawal from College

Submit to the Registrar's Office at the Enrollment Center, first floor Sverdrup Hall.
Forms can also be faxed to 612/330-1425 or sent as a PDF email attachment to registrar@augsborg.edu

You will be withdrawn from all courses scheduled in current and future terms as indicated below. **If dropping courses from a current term, please include a signed Registration Form.**

When you are ready to continue your studies at Augsburg College, you will need to complete an **Application for Readmission** found at <http://www.augsburg.edu/registrar/documents/forms/readmit.pdf>. If you are on academic probation at the time of this withdrawal from college, your record must be reviewed by the Student Standing Committee prior to being readmitted to Augsburg.

Name _____ Student ID # _____

Mailing Address _____ City, State, Zip _____

Email Address _____@augsborg.edu Phone _____

I am requesting a Withdrawal from College for:

Check one program DAY WEC ROCH GRAD

Check all applicable terms in the Academic Year: 20 ____ - 20 ____

Fall Winter Spring Summer I Summer II

Have you visited with your academic advisor about your plans to withdraw? Yes No

Indicate your reason(s) for withdrawing from Augsburg College. (Required; check all that apply)

- Family Military Personal No Housing Reduced Employer Benefits
- Financial Medical Issues Available
- Job Conflict Relocating
- Other: _____

Do you intend to return to Augsburg? Yes No If Yes, when? (MM/YYYY) _____

Student Signature (Required): _____ **Date** (Required): _____

Residential Students

Do you live in campus housing? Yes No

If you live in campus housing, withdrawing from college requires a signature from the Residence Life Office. This verifies you have discussed the financial implications of canceling your housing contract.

Residence Life Signature: _____ **Date:** _____

To be completed by the Registrar's Office

Date received: _____ Program: _____ Action: _____ Approved

Faculty Advisor: _____ Student Notified: _____

Action Taken: _____