



PERMANENT WITHDRAWAL FORM (PW-M)

Students leaving mid-semester/term

"Students who wish to discontinue their studies at the College prior to completing their programs are required to complete a Withdrawal Form. A student officially withdraws from the College on the date the signed Withdrawal Form is received by the Registrar." Per the College Catalog

Rev. 12/2018

1. _____
 (PRINT) First Name Middle Name Last Name

2. Address (to which correspondence should be sent following departure from DWC):

 Number and Street or P.O. Box City State/Province Zip/Postal Code Country
 Email: _____ Telephone: _____

3. Last Undergraduate Semester: Fall ____ Spring ____ Year _____
 Last ESL Term: Term A__ Term B__ Term C__ Term D__ Term E__ Year _____

4. Standing: Freshman Sophomore Junior Senior ESL

5. Reasons for Leaving: Academic Formational Vocational Personal
 Describe the reason briefly (Use the reverse side of this sheet if necessary): _____

6. Last Date Student Attended Classes: During Term/Semester, list actual date: _____

From the College Catalog: "Students who officially withdraw during an academic year are given a "WP" or "WF" for each course based on the instructor's evaluation of the student's class performance up to the time of withdrawal. Students who withdraw unofficially during the academic year, i.e. without completing (this) requisite form for withdrawal from classes and from the College, receive an "F" grade in all classes listed on their official registration." Faculty, please circle the student's final grade below.

Course Number	Course Title	Credits	Instructor Signature	Grade	
				WP	WF

Signature of Student: _____ Date: _____

CLEARANCE: To check out officially and in good standing obtain the signatures below in the order given. Adjustment of room and board is made automatically in accordance with the policies of DWC based upon the official date of withdrawal, which is the date this form is received and signed by the Registrar.

 Library Director
 Library materials returned
 Library materials not returned

 Financial Aid Coordinator
 Exit Interview completed
 Exit Interview not completed
 Did not receive repayable financial aid

Business Office Director

- Account paid in Full
- Account not paid in full: fold financial aid and academic transcript until all indebtedness to DWC is satisfied.

Dean of Students

Vice President for Admissions

- Exit Interview held
- No Exit Interview held

Vice President for Academic Affairs

Date

Registrar

Date

For office use only: Library Director, Financial Aid Coordinator, Business Office Director, VP Admissions, Dean of Students, Student, VPAA