



## WITHDRAWAL/TRANSFER FORM

This is a communication instrument to all necessary offices upon withdrawal of a student at DWC. It is a safeguard for the student and Divine Word College and becomes filed information, if and when questions arise.

Rev. 3/11/15

1. \_\_\_\_\_  
(PRINT)      First Name      Middle Name      Last Name
2. Address (to which correspondence should be sent following withdrawal/transfer):  
\_\_\_\_\_  
Number and Street or P.O. Box      City      State      Zip Code  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_
3. Last DWC Term      Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year \_\_\_\_\_
4. Standing: ( ) Freshman    ( ) Sophomore    ( ) Junior    ( ) Senior    ( ) ESL    ( ) Special
5. Reasons for Leaving: ( ) Academic    ( ) Formational    ( ) Vocational    ( ) Personal    ( ) Completed Program  
Describe the reason briefly (Use the reverse side of this sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_
6. Last Date Student Attended Classes: ( ) End of the Term    ( ) During Term, 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.

Course Number	Course Title	Credits	Instructor Signature	Grade

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 Director

- ( ) Exit Interview completed  
( ) Exit Interview not completed  
( ) Did not receive repayable financial aid

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Business Office

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

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Vice President for Academic Affairs

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Registrar

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Dean of Students

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Retention Coordinator/Admissions

☐ Exit Interview held  
☐ No Exit Interview held

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Date Completed Document was filed

Finalized Copies will be sent to the Dean of Students ( ), Business Office ( ), and Financial Aid Office ( )