



INTENT TO WITHDRAW FROM MUHLENBERG COLLEGE

PRINT NAME					
BERG I.D. NUMBER					
EXPECTED GRADUATION					

Please Print Clearly

WITHDRAWAL indicates that you do not intend to return to Muhlenberg College. All financial obligations must be resolved before your academic record may be released. If you wish to resume studies at Muhlenberg, you must be formally readmitted to the College. Students who have been charged with a disciplinary infraction but who have not yet completed the Judicial process, will be unable to Withdraw until the Judicial process is complete.

Prior to the conclusion of the add/drop period, you may withdraw from the College without academic penalty. The date you withdraw will be indicated on your permanent academic record, and all registered courses for the term will be dropped.

From the 9th through the 45th day of the term students who withdraw will receive withdrawal (W) grades in each course for which they were enrolled.

Any requests received after the 45th day will be processed effective the end of the term, except in the case of a successful petition to the Dean of Academic Life.

TERM:		EFFECTIVE DATE:	
<input type="checkbox"/> Current Term OR	_____	<input type="checkbox"/> Conclusion of Term:	_____
	TERM AND YEAR		TERM AND YEAR
<input type="checkbox"/> Last Term Attended	_____	<input type="checkbox"/> Immediately:	_____
	TERM AND YEAR		DATE

SIGNATURES (Required if currently enrolled)

We strongly encourage all students to discuss withdrawal with their academic advisor, the Business Office, and Residential Services. Before you withdraw, please obtain those signatures below. If you receive Financial Aid, please obtain a signature from that office as well.

International students are encouraged to obtain the signature of the Director of International Student Support. Students enrolled in the Education program should obtain the signature of their education advisor.

_____	_____	_____	_____
ACADEMIC ADVISOR(S)	DATE	FINANCIAL AID (IF APPLICABLE)	DATE
_____	_____	_____	_____
BUSINESS OFFICE - STUDENT ACCOUNTS	DATE	INTERNATIONAL STUDENT SUPPORT (IF APPLICABLE)	DATE
_____	_____	_____	_____
RESIDENTIAL SERVICES	DATE	EDUCATION ADVISOR (IF APPLICABLE)	DATE

STUDENT SIGNATURE

By signing below, I acknowledge that I wish to permanently withdraw from Muhlenberg College. All financial obligations must be satisfied before an official withdrawal can be granted or my academic record can be released. At the time of withdrawal, my BergID card will be inactivated.

STUDENT SIGNATURE DATE

REGISTRAR'S OFFICE USE ONLY

REGISTRAR'S SIGNATURE DATE RECEIVED