Withdrawal Process

I, (print name)_____________________________________am aware that it is my responsibility to meet with the following offices to evaluate how a withdrawal from school will impact my educational status. I have received a copy of this process. I will contact the applicable offices.

☐ The department of the student’s program of study to determine academic planning.

☐ Financial Aid, Old Main 101, (717) 477-1131: to determine student’s financial responsibility if a withdrawal is completed.

☐ Student Accounts, Old Main 100, (717) 477-1211: to inquire about tuition reimbursement if the situation meets eligibility requirements. The Refund Schedule is listed every semester online on the “Student Accounts” webpage.

☐ Director of Housing, McLean Hall 113, (717) 477-1701: to receive check out processing information and inquire about housing reimbursement. Students are required to leave the residence hall within 24 hours of their withdrawal from classes.

☐ If you registered with Disability Services, contact the Office of Disability Services, Horton Hall 120 (717) 477-1329.

☐ If an athlete, Athletic Department, Heiges Field House 125 (717) 477-1711 to determine the impact on eligibility and benefits.

☐ If a veteran, Veteran Administration Affairs, Old Main 210 (717) 477-1613, to assess the impact on veteran’s education benefits.

☐ If an international student, International Programs Office, CUB 211 Hall 113 (717) 477-1279.

*In cases of a medical/psychological withdrawal, a health hold will be placed on a student’s account until a healthcare professional recommends the student’s return to school. Please contact your Academic Dean’s Office for the appropriate paperwork to complete the process.*

My signature below confirms I read and understand this information and will contact the appropriate offices.

Student Signature__________________________________________Date_________________
Name: ________________________________________________  SU ID: ______________________  

Major:  ________________________________________________  

Permanent address:  ____________________________________________________  

E-mail address:  ____________________@ship.edu  

Telephone number - HOME:______________________________     CELL:________________________  

Semester of Withdrawal: __________________________________________________  

If the semester is in session what the last day you attended class?___________________  

Reason for Withdrawal—Please be as specific as possible:  

☐ Financial    ☐ Scheduling    ☐ Housing    ☐ Medical (additional form required)    ☐ Military Obligation  

☐ Other: _____________________________________________________________________________  

Transfer to _________________________________________________________________________  

Reason for transferring:  

☐ Closer to Home    ☐ Finances    ☐ Major: __________________________________________  

☐ Other: __________________________________________________________________________  

Do you intend to return to Shippensburg University?  

Yes____ If yes, what semester __________year_____    No _____  

Leave of Absence: To be placed on leave-of-absence, you are required to have at least a 2.0 cumulative GPA.  

Would you like to be placed on leave-of-absence (maximum of one year)?   Yes_____    No_____  

No grades will be granted through the end of the first week of the semester; “W” grades will be granted the second week through the tenth week of the semester; and “F” grades will be granted after the tenth week.  

________________________________________   __________________________  

Signature (Student)  Date  

Office use only (copy to Admissions Office)  

Contact:  Method  Date:  

Outcome:  

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Please return to your Academic Dean’s Office, see contact information below:  

- **College of Arts and Sciences**: cas@ship.edu, (717) 477-1151 (phone), (717) 477-4026 (fax)  
- **John L. Grove College of Business**: cobacademics@ship.edu, (717) 477-1620 (phone), (717) 477-4003 (fax)  
- **College of Education and Human Services**: COEHS@ship.edu, (717) 477-1141 (phone), (717) 477-4012 (fax)  
- **Department of Academic Engagement & Exploratory Studies**: exploratory@ship.edu, (717) 477-1395 (phone)