

Date stamp when given to student

Date stamp when returned by student



SIMPSON  
UNIVERSITY  
Registrar's Office

## TRADITIONAL UNDERGRADUATE WITHDRAWAL NOTIFICATION

### PART 1: Complete an Exit Interview with Student Development

Contact Student Development at (530) 226-4145 to schedule an exit interview.

\_\_\_\_\_  
*Signature of Student Development Personnel*

\_\_\_\_\_  
*Date*

### PART 2: Notify the Registrar's Office of your withdrawal.

I.D. # \_\_\_\_\_ Semester \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Forwarding Address \_\_\_\_\_

Street

City

State

Zip Code

Last date you attended classes \_\_\_\_\_

**Primary Reason for Withdrawing from Simpson:** \_\_\_\_\_

Are you withdrawing due to receiving a notice of deployment (attach copy of current orders)?  Yes  No

Will you attend another college?  Yes  No College Name \_\_\_\_\_

Expected date of entrance \_\_\_\_\_

Do you plan to return to Simpson?\*  Yes  No If yes, when? \_\_\_\_\_

\*Note: If you plan to be away for three or fewer semesters, your Simpson email account will remain active.

Are you in the process of completing incomplete classes for which you need Moodle access?  Yes  No

When are you withdrawing?

**Mid-semester:** Upon submission of this form, you will be withdrawn from your current classes and any classes for which you are registered in a future term. Your date of withdrawal will be the date this form is turned into the Registrar's Office.

**End of term/Between terms:** Upon submission of this form, you will be withdrawn from any classes for which you are registered in a future term. Your date of withdrawal will be the last date of the last semester you attended.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Return this form to the Registrar's Office in Simpson Central.  
If your circumstances change and you decide to return to Simpson University rather than withdrawing, please contact the Registrar's Office at 530-226-4111.**



## TRADITIONAL UNDERGRADUATE WITHDRAWAL CHECKLIST

**PART 3: Use this page as your withdrawal checklist (keep this page for your records).**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

### STEP 1: Check the boxes below as tasks are completed.

- Mid-semester Withdrawals Only:** Speak with a Student Financial Services Advisor to find out how your withdrawal affects you financially.
- Return all Library Books (Grubbs)
- Pay any fines, if applicable (Library, parking, etc)
- Turn in mail key (University Services)

### STEP 2: Contact your RD regarding checking out of your Residence Hall (this step does not apply to commuters).

Residence Life Exit Completed: \_\_\_\_\_ (RD if applicable)

**Please Note:** Refund eligibility is based on the date you move out of your residence hall.

### STEP 3: Complete exit counseling for any student loans.

Federal student aid regulations require all student loan borrowers leaving school, dropping below half-time enrollment, or graduating to complete exit counseling at: <https://studentloans.gov>.

Until you have completed this required exit counseling, you will not be able to receive Simpson University transcripts.

**Please note that it is your responsibility to complete the tasks above. Failure to do so may result in fines on your student account. If your account has an outstanding balance, you will not be able to receive an official transcript from Simpson University.**