

Date stamp when given to student:



SIMPSON UNIVERSITY

Registrar's Office

Date stamp when returned by student:

TRADITIONAL UNDERGRADUATE WITHDRAWAL NOTIFICATION

STEP 1: MANDATORY--Complete an Exit Interview with Student Development & your Faculty Advisor

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

Signature of Student Development Personnel

Date

STEP 2: MANDATORY--Notify the Financial Aid Office of your withdrawal

→Contact Financial Aid at (530) 226-4621 to schedule an exit interview.

Signature of Student Financial Aid Personnel

Date

STEP 3: MANDATORY--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

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 Canvas access? Yes No

When are you withdrawing?

Mid-semester: You will be withdrawn from your current and any future classes. Your withdrawal date will be the date this form is turned in to the Registrar's Office.

End of term/Between terms: You will be withdrawn from any classes you are registered for in a future term.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.

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

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: Contact your Academic Advisor for an exit interview.

Signature (or supporting email attached)

Date

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.

Return this form to the Registrar's Office.
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.