



NOTIFICATION OF STUDENT WITHDRAWAL

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Withdraw Term: [ ] Summer 20\_\_\_\_ [ ] Fall 20\_\_\_\_ [ ] J-Term 20\_\_\_\_ [ ] Spring 20\_\_\_\_
Are you an: [ ] Undergraduate [ ] Graduate [ ] Non-Matriculate [ ] International

Please Print Name \_\_\_\_\_

PLU Student ID \_\_\_\_\_

Permanent Street Address \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
Phone

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

1. What was the last day you attended classes during the semester you are withdrawing from? \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Do you receive financial aid? [ ] Yes [ ] No
If you received a Stafford Student Loan or Perkins/Nursing Loan during the time you attended PLU, federal regulations require you to complete an Exit Interview before leaving the university. Please check with the Student Services Center.

3. Do you plan to return to PLU? [ ] Yes (If known, when) Readmit Term \_\_\_\_\_ Year 20\_\_\_\_
[ ] No [ ] Unsure
You are responsible for reactivating enrollment with the Student Services Center, 3 weeks prior to the term you re-enter.

4. Are you transferring? [ ] Yes [ ] No
If yes, which school will you be attending? \_\_\_\_\_

5. Why are you leaving Pacific Lutheran University? Please check all that apply.

PERSONAL

- Family/personal health related problems [ ]
Need time away from studies [ ]
Moving or transferred to new location [ ]
Commuting distance too great [ ]
Childcare problems [ ]
Family responsibilities [ ]
Emotional problems [ ]
Felt racial/ethnic tension [ ]
Felt disconnected [ ]
Want to live closer to family [ ]
Taking time to travel [ ]
Uncertain of my future plans [ ]
Roommate difficulty [ ]
Church Missionary Work [ ]

INSTITUTIONAL

- Desired major not offered [ ]
Academic Advising was inadequate [ ]
Class scheduling problems [ ]
Unhappy with university rules/regulations [ ]
Problems with university faculty/staff [ ]
Dissatisfied with the social life [ ]
University is too liberal [ ]
University is too conservative [ ]

FINANCIAL

- Insufficient financial aid received [ ]
Tuition and fees are not affordable [ ]
Inadequate student employment [ ]
Need time to make money for school [ ]
Billing problems [ ]

ACADEMIC

- Classes are too difficult [ ]
Classes are not challenging [ ]
Too many required classes [ ]
Disappointed with quality of teaching [ ]
Taking prerequisites elsewhere [ ]

EMPLOYMENT

- Want to obtain work experience [ ]
Accepted a full-time job [ ]
Conflict between demands of job and school [ ]

6. Is there anything that the University might do to help you remain a student? \_\_\_\_\_

7. \_\_\_\_\_ Your initials Completion of this form will automatically terminate your room and meal contracts. However students currently residing on campus are required to check out of their room with the Residence Hall Staff. Room and meal charges continue to accrue, until a Room Condition Report is completed and the room is vacated. Check out with any RA or RD from your building.

8. SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SSVC COUNSELOR: \_\_\_\_\_

**SSVC COUNSELOR: Complete information below. Give information to Debbie Mundy to process.**

**Refund %** \_\_\_\_\_  Stafford Exit  Refund Request  
 Perkins/Nursing Exit  Promissory Note  
 ID Card  Account Balance \$ \_\_\_\_\_

**Charged %** \_\_\_\_\_

1. DD any classes which have not started  
➤ (2<sup>nd</sup> half semester classes – part of term (3)
2. F6 any DD classes F10, F10 save (optional to clean up schedule)
3. Eligibility Block change EL to  
➤ WD - until the 10<sup>th</sup> day, F10, F10 save  
➤ WG – after the 10<sup>th</sup> day, F10, F10 save  
(WD/WG codes automatically fill in for class registration)
4. Shift F7- Rollback to the top
5. Eligibility Block, Shift + F2 (Back screen)  
➤ WD – status, F10
6. Control + Q - Quit

**Copies to:**

- |  |  |
|--|--|
| <input type="checkbox"/> Student                   | <input type="checkbox"/> International Student Office      |
| <input type="checkbox"/> FAID (detail)             | <input type="checkbox"/> RLO                               |
| <input type="checkbox"/> AR                        | <input type="checkbox"/> Academic Advising -Undergraduate  |
| <input type="checkbox"/> Perkins/Nursing           | <input type="checkbox"/> Campus Employment (Alina Urbanec) |
| <input type="checkbox"/> Registrar – Undergraduate |  |

**Graduate Students**

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| <input type="checkbox"/> MBA        | Abby Wigstrom/School of Business |
| <input type="checkbox"/> MS Nursing | Emily Mize/School of Nursing     |
| <input type="checkbox"/> Education  | Beth Crippen/School of Education |
| <input type="checkbox"/> All others | Linda DuBay/Admissions           |

- On Master List**  
 **Email Sent**

**SSVC Counselor:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**COMMENTS:**