



Withdrawal Form

Year: _____ Fall Spring Summer

Name _____ ID _____

Mailing Address _____
(If address has changed, please provide current information) City _____ State _____ Zip _____

Degree Seeking Student Non-Degree Student

Section I

Select course(s) to Withdraw	Course Number & Section	Session	Credits	Last Date of Attendance (LDA)	Instructor LDA Confirmation	*Student signature needed to confirm attendance in later session course
<input type="checkbox"/>					<input type="checkbox"/> Email <input type="checkbox"/> Verbal	
<input type="checkbox"/>					<input type="checkbox"/> Email <input type="checkbox"/> Verbal	
<input type="checkbox"/>					<input type="checkbox"/> Email <input type="checkbox"/> Verbal	
<input type="checkbox"/>					<input type="checkbox"/> Email <input type="checkbox"/> Verbal	
<input type="checkbox"/>					<input type="checkbox"/> Email <input type="checkbox"/> Verbal	
<input type="checkbox"/>					<input type="checkbox"/> Email <input type="checkbox"/> Verbal	

Total remaining credits: _____

***If student has a course that starts later in the semester and has not dropped the course, Title IV requires the student to inform CMN of a conditional commitment to attend the course(s) in a later session of the semester by signing next to the course(s).**

Only Complete this section if Total Withdrawal from College

This section is used to withdraw from ALL courses within the current semester (see the Academic Calendar for deadlines). A total withdrawal request does not become official until processed by the Registrar. Students who do not complete this process within the specified deadline may receive failing grades.

Section II

Complete the following checklist **BEFORE** signing the form:

- Update mailing address under the Information Update tab in your My Empower.
- Contact the CMN library to ensure there are no overdue materials.
- Contact the Bursar to check for any outstanding financial obligations owed to CMN prior to withdrawal.
- Degree seeking student must:
 - ✓ Check with Financial Aid regarding the impact that may occur due to withdrawal.
 - ✓ Obtain the following department signature (see below).
 - ✓ Obtain SASs signature.

Degree seeking students are required to obtain clearance from the department below.

Department	Department Signature	Date	Charges/Comments
Financial Aid ** Not required for non-degree students			

Withdrawal Reason:

- Family Child Care Medical/Illness Work conflict Financial Personal Course cancellation
 Other: _____

**** Form must be submitted by the designated deadline. Please see academic calendar for the appropriate deadline.**

Your signature below indicates the information provided within this form is true and accurate. You accept all responsibility for any outstanding financial obligations owed to the College of Menominee Nation.

Section III

 Student Signature Date SAS Signature Date

Office Use Only: _____ Date received: _____ Initials _____

Withdrawal Form Procedure

A student who chooses to withdraw from one or more courses or complete a total withdrawal from the College of Menominee Nation must complete the withdrawal form with appropriate signatures. Students withdrawing from course(s) are financially obligated to any outstanding balances owed to the College.

1. Complete Section I (required)
 - a. List all registered courses.
 - b. Select the course(s) to withdraw.
 - c. Last date of attendance is required for all course(s) withdrawal. This should be obtained from the instructor. SASs must contact the instructor to confirm last date of attendance.
 - d. Student signature needed for confirmation of attendance of any registered courses that start later in the semester. This is required for Title IV – federal regulations.
2. Complete Section II only if student will be completely withdrawing from CMN.
 - a. The student should check with the Financial Aid Office and Bursar Office to ensure all concerns regarding the impact that may occur due to the total withdrawal have been addressed.
3. Complete Section III (required)
 - a. Once the form has been completed with the appropriate signatures, the student will submit the withdrawal form to the Registrar. An incomplete form and/or submission after the designated deadline will not be accepted.
4. Withdrawal forms are processed within five to seven business days.