



**University Registrar Use**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_

## Student University Withdrawal Request

This request is for full withdrawal from **all** university courses you are enrolled in for the current term. Please complete all fields electronically or in pen and obtain all required signatures **prior** to submitting to the Registrar's office. Refer to the university's undergraduate or graduate [Withdrawal Policies](#) for more information. Withdrawn courses may be subject to the [Excess Credit Hour Surcharge](#) policy for Undergraduate Students.

**NOTE: International students must contact ISS prior to requesting a university withdrawal.**

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ EMAIL: \_\_\_\_\_@floridapoly.com

### Step 1: Enter Withdrawal Information

**CURRENT TERM:**  Fall  Spring  Summer 20\_\_\_\_\_

**Request to withdraw effective:**  Immediately (*withdrawn from all classes in current term, if before withdrawal deadline*)

After the end of the current term indicated above. (*final grades will be issued for this term*)

Do you plan to return to Florida Poly?  Yes  No **\*If "YES", when? Term: \_\_\_\_\_ Year: \_\_\_\_\_**

Are you receiving Veteran's Benefits:  Yes  No

Do reside in on-campus housing?  Yes  No **\*If "NO", do you have a meal plan?  Yes  No**

**\*Please notify housing and meal services of your intent to withdraw prior to submitting your withdrawal request.**

#### CHECK ALL THAT APPLY

**Reason for Withdrawal:**  Academic  Health  Financial  Relocation  Work/Life Conflict  Military

Registration Related  Transportation/Distance  Other: \_\_\_\_\_

Transferring to another College/University: If so, where? \_\_\_\_\_

### Step 2: Obtain All Required Signatures (in order listed below – underlined hyperlinks route to department emails)

Department	Required Staff Signature and Date
<a href="#">Student Development Office</a> (REQUIRED)	
<a href="#">Student Business Services</a> (REQUIRED)	
<a href="#">Academic Success Center</a> (REQUIRED)	
<a href="#">Financial Aid Office</a> (REQUIRED)	
<a href="#">International Student Services</a> (REQUIRED FOR INTERNATIONAL STUDENTS ONLY)	

### Step 3: Student Confirmation

By signing below, I confirm I have reviewed and understand the university policies for withdrawals as applicable to my student level. I understand that I am responsible for any costs that may be associated with this withdrawal, which may include the excess credit hour surcharge (as applicable). I request to be withdrawn from all courses at Florida Polytechnic University as indicated on this form.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_