THE UNIVERSITY OF SCRANTON
A JESUIT UNIVERSITY

COMPLETE WITHDRAWAL/ LEAVE OF ABSENCE

ENROLL-STATUS-P (*Complete Withdrawal*)
ENROLL-STATUS-T (*Leave of Absence*)

Print clearly and use black ink (no pencil).

Royal ID	Name	
College ☐ CAS ☐ KSOM ☐ PCPS	Class ☐ Freshman ☐ Sophomore ☐ Junior ☐Senior ☐ Graduate student	Effective Date
Advisor/Mentor/Program Director		Anticipated Return Date *(if applicable)*
Cell Phone #	Scranton Email Address @scranton.edu	
Personal Email Address		

Request for: ☐ Leave of Absence   ☐ Complete Withdrawal

Would you like to discuss your situation in greater detail with someone?   ☐ Yes, please call me   ☐ Yes, please e-mail me   ☐ No

Reason for Leave/Withdrawal *(Please help us become a better University by telling us why you are leaving. This information will be used for statistical purposes only unless you specifically request a call or e-mail.)*

☐ Academic Difficulties (01)
☐ Employment (03)
☐ Financial (04)
☐ Medical (06)
☐ Military service *(please provide appropriate documentation)*(11)
☐ Personal (10)
☐ Relocating closer to home/away from home (17)
☐ Seeking program not offered at Univ. of Scranton (18)
☐ Seeking program with more academic rigor (19)
☐ Social (16)
☐ Other: _____

Are you transferring to another institution?   ☐ Yes ☐ No
If yes, transfer to: _____
Program sought: _____

Additional Comments: _____

Note to Student: Reduction in charges (tuition, room, board), if any, will follow the Schedule of Refunds as published in the current academic catalog. The withdrawal or leave is not official until the Dean's signature has been obtained and this form has been delivered to/processed by the Office of the Registrar and Academic Services, O'Hara Hall, Second floor.

Student Signature	Date

Dean Authorization	
Comments	
Notification Date *(Required)*	Last Date of Attendance *(Required)*
Signature	Date

Return the completed form to the Office of the Registrar and Academic Services, O'Hara Hall, Second Floor.

ORAS Office Use ☐SFAREGS - Drop Courses, Enrollment Status, Max Hours, Student Status ☐NSC ☐SHATCMT – Event Code, Date ☐Email Notification ☐SGASTDN – LOA only	Signature	Date

Rev. 5/19