

# East Texas Baptist University Withdrawal From the University

**THIS FORM IS TO BE COMPLETED IF WITHDRAWING FROM ALL COURSES IN WHICH YOU ARE ENROLLED.  
YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTOOD THE TERMS HEREIN.**

Form Released Date: \_\_\_\_\_

*Note: Withdrawal could affect future financial aid and athletic eligibility in determination of quantitative satisfactory progress. Complete and return this form to the Office of the Registrar by the appropriate deadlines below in order for the withdrawal to be processed. In order to meet deadlines below, return for processing to the Registrar's Office before 4:00 p.m.*

Last date to withdraw for this term: \_\_\_\_\_

Name \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Year: \_\_\_\_\_ Semester/Term (Circle One): Fall Spring May June July

*List all course(s) in which you are enrolled below. Students **MUST** see instructor(s) for date of last attendance for Financial Aid purposes. Absences will be charged until this form is completed and returned, and a grade of "XF" will be assigned if a student exceeds absences prior to returning the completed form to the Registrar's Office. This form is **NOT** considered complete, even if processed, and this withdrawal will not be considered official, unless **ALL** required signatures are obtained. This is particularly important for athletes and their coaches.*

Dept/Course#/Section#/Course Title	Instructor Signature	Date Last Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ALL SIGNATURES BELOW ARE REQUIRED:**

_____ Student Date	_____ Advising/Career Development Date
_____ Student Affairs Date	_____ Library Date
_____ Coach (if you are participating in athletics) Date	_____ Financial Aid Office Date
_____ Business Office Date	_____ Registrar's Staff Date

*The student is responsible for completing this form accurately and completely. A student who desires to withdraw, either from one course, multiple courses, or from the University, must officially withdraw in order to protect his/her academic record. Provisions for withdrawal are outlined in the University Catalog under the section entitled, "Withdrawal from a Course or the University."*

\*\*\*\*\*STUDENT SHOULD RECEIVE A COPY OF THIS FORM FOR HIS/HER RECORDS\*\*\*\*\*