

# STEVENSON

U N I V E R S I T Y

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Registrar's Office

443.334.2206/2207 fax 443.334.2623

1525 Greenspring Valley Rd.

Stevenson, MD 21153

## Official Hiatus or Withdrawal from the University Form

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Major: \_\_\_\_\_

### Please read and complete:

1. **Signatures:** A representative of the Academic Support Services Office (undergrad students) or a representative of the School of Graduate & Professional Studies (accelerated/graduate students) must sign below. This form should be returned to the Registrar's Office once the appropriate signature has been obtained.

2. **University obligations:** Students with outstanding obligations to the university will not have access to transcripts, registration, and other services such as readmission or financial aid.

3. **Grades:** A grade of "W" will be assigned to each course during the semester from which the student withdraws, so long as the form is submitted before the published last day to withdraw from classes, and a grade has not already been submitted. Students who withdraw after the official date will be assigned a "WF" for each course.

4. **Hiatus Students:** Hiatus students are students who plan to return to Stevenson. Those who are gone longer than two consecutive semesters must apply for readmission. If applicable, please indicate the semester you plan to return: \_\_\_\_\_.

5. **Reason(s) for withdrawal/hiatus from Stevenson** (rank up to three reasons, 1 = most important)

\_\_\_\_ Academic difficulty

\_\_\_\_ Financial/cost

\_\_\_\_ Personal/family issues

\_\_\_\_ Academic dismissal (per policy)

\_\_\_\_ Military

\_\_\_\_ Plans uncertain

\_\_\_\_ Dissatisfied with environment

\_\_\_\_ Medical

\_\_\_\_ Program/major not offered

\_\_\_\_ Dissatisfied with support services

\_\_\_\_ Moving/relocating

\_\_\_\_ Return closer to home

\_\_\_\_ Employment

\_\_\_\_ Other (indicate in comments)

\_\_\_\_ Transferring:

\_\_\_\_  
School

\_\_\_\_  
Major

6. **Comments:** \_\_\_\_\_

7. **Financial:** It is the student's responsibility to be aware of the financial consequences of withdrawing. It is in the student's best interest to meet with the Student Solution Center before leaving SU. Additionally, all recipients of financial aid must complete an exit interview, even if only stopping out for a semester.

8. **Student Signature:** \_\_\_\_\_

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

Approval Signature: \_\_\_\_\_

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

Effective date of withdrawal is based on when Stevenson is officially notified by the student of the intent to withdraw. Exception: If this is a hold for end of semester request, the effective date becomes the day after the end of the current semester.

Process as an end of semester withdrawal: \_\_\_\_ Yes \_\_\_\_ No