



WILLIAM & MARY Graduate Arts & Sciences

Graduate Program Request for Withdrawal of Student Form

Departments/programs may use this form to request withdrawal of a graduate student who is not in good standing and who has not requested a withdrawal. If a student has failed to maintain contact with the department/program and is not registered or continuously enrolled, the department/program must make a documented attempt to contact the student via mail or email. The Reves Center's International Students and Scholars Program should be contacted for consultation in the case of requests to withdraw an international student.

This form should *not* be used in cases where the student has requested a withdrawal. If a student has sent an email or letter requesting withdrawal but is not available for a signature, the student's communication should be appended to the Student Withdrawal from Program form and the department/program should complete as much of the remainder of the Student Withdrawal from Program form as possible.

The withdrawal will be noted on the transcript.

After withdrawal, the student cannot be readmitted without reapplying to William & Mary.

Instructions

Signature required before returning the form:

- Director of Graduate Studies for the student's graduate program.

Return form to the Office of Graduate Studies and Research.



Department/program Request for Withdrawal of Student

Student's Name: _____ Banner ID #: _____

Dept/Program: _____ Effective Date of Withdrawal: _____

Degree: M.A. M.S. M.P.P. M.A./Ph.D. M.S./Ph.D. Ph.D.

Reason(s) for department/program request for student withdrawal:

- Failure of student to maintain contact/register Time to degree expired
- Unsatisfactory academic progress (please describe):

Other (please describe):

Department/Program: Is student receiving a stipend and/or tuition waiver? Yes No

Director of Graduate Studies: Print Name | Signature

Date

Dean of Graduate Studies and Research Signature

Date

OGSR: Stipend/tuition status confirmed? Date: _____ Investment in Student: \$ _____

Distribution: Advisor Department/Program File Reves Center (if applicable)