

John Carroll University Complete Withdrawal Form

Name: _____ Banner ID: _____

Please complete one of the items below.

- College of Arts and Sciences Boler School of Business The Graduate School

I wish to withdraw from John Carroll University for the _____ (semester) 20____ (year)

I am withdrawing: One Semester One Academic Year Permanently

I am withdrawing because _____

Student Signature

Date

Office Use Only

Dean's Signature _____ Effective Date of Withdrawal ____/____/____

Registration Office _____ Processing Date ____/____/____

Withdrawal completed: in person telephone FAX mail email no show

Notes for students who are intending complete withdrawal from the University.

- To initiate a withdrawal, undergraduate students must contact the Assistant Dean, College of Arts and Sciences at (216-397-4211). Boler School of Business students must meet with Ms. Atkins (216-397-4903). All graduate students must contact the Assistant Dean of the Graduate School (216-397-4284).
- If you have previously identified yourself as a student of color (American Indian or Alaska Native, Asian or Pacific Islander, Black, Non-Hispanic, or Hispanic), you are required to meet with the Director of the Office of Multicultural Affairs in room A126 (216-397-4185) for an exit interview before you process your withdrawal with the Assistant Dean's office.
- Campus residents must meet in person with Ms. Perri, Housing Coordinator in the Lombardo Student Center (216-397-1730) mperri@jcu.edu to finalize departure from their campus residence.
- Transcript requests may be made through the Student Service Center, Rm. AD37 on lower level of Administration building.
- Questions regarding financial obligations may be directed to the Bursar's office at 216-397-4494. Your email subject line should follow this format: Student Name, JCU Student.
- Students with financial aid must meet with the Financial Aid office (216-397-4248) located on the second floor of Rodman Hall.

Copy Distribution:

Original – Registration	Copy 2 - Financial Aid	Copy 4 - Residence Life	Copy 6 - Student
Copy 1 - Dean	Copy 3 - Bursar	Copy 5 – Academic Advising	Copy 7 – Multicultural Affairs