



Withdrawal Date Determination

1. The Withdrawal/Leave of Absence Request Form is filled out.
 - a. Students most up to date biographical information is added.
 - b. Students decision to take a Withdrawal/Leave of Absence is indicated.
 - c. Students primary reason for their Withdrawal/Leave of Absence is indicated.
 - d. Both the advisor who meets with the student and the student sign the form.
 - i. If this is an interview done over the phone, in place of students signature, write "phone Request"
 - ii. If this is an email request, attach the email with the form.
 - e. Indicate the Official Date of Withdrawal/Leave of Absence
 - i. This is the date that Springfield College was notified of the student's decision.
 - ii. If the student is exiting the College at the end of the current semester, the last day of final exams for the current semester is noted.
 - f. Form is brought to the Registrar's Office and they verify the last date of class attendance with each faculty member.