

Check the following:

- WITHDRAWAL: ◇ for a term ◇ from law school
- LEAVE OF ABSENCE: ◇ 1 term ◇ 2 terms
- TRANSFER

### SECTION I: STUDENT Information and Request

Barry ID#: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_

DIVISION:  Full-Time  Part-Time CURRENT STATUS:  1L  2L  3L  4L

Forwarding Address: \_\_\_\_\_

Reason: (If transfer, state school you are transferring to.) (If leave of absence or withdrawal, please state circumstance and attach documentation.)

\_\_\_\_\_  
\_\_\_\_\_

**Please indicate how you will fulfill your MacBook Air Agreement:** *This is only if you are withdrawing or transferring out*

- Return MacBook Air to IT Department (10 day return policy)
- Retain MacBook Air and pay estimated \$800 value

I certify the information given in this request is complete and accurate.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(if received by email/fax, staff is to attach)

### SECTION II: To be completed by the Registrar

Last Date of Attendance: \_\_\_\_\_

Completed Credits: \_\_\_\_\_ Enrolled Credits: \_\_\_\_\_ Electronic Device: \_\_\_\_\_

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

### SECTION III: To be completed by the Office of Financial Aid

- Yes  No Did student receive financial aid?
- Yes  No If student received financial aid, has student completed the exit interview? If **no**, date exit interview mailed \_\_\_\_\_
- Yes  No Has student been counseled on Standards of Progress policies and how this withdrawal will affect future receipt of financial aid?

_____	_____	_____	_____
Date	F.A. Counselor (Print Name)	F.A. Counselor Signature	Account Balance (as of last date of attendance)

### SECTION IV: To be completed by Associate Dean of Academic Affairs or Associate Dean of Student Affairs

- Approve  Disapprove

\_\_\_\_\_

Date  Leave of Absence > Associate Dean of Academic Affairs  
 Withdrawal/Transfer > Associate Dean of Student Affairs

<b>OFFICE OF THE REGISTRAR:</b>		<b>Checklist:</b> 1. Notify Student of Approval 2. Notify Instructors 3. Notify Mentor 4. Notify FA 5. Print Schedule, Grade Out Courses, Print Final Transcript 6. Put on hiatus in colleague 7. Remove from Active Student Listing 8. Pull Mailbox & Archive File
Current Term: _____	Processed Date: _____	
By: _____		