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.