

Office of the Registrar

 Nueta Hidatsa Sahnish College

PO Box 490/220 College Drive

 New Town, ND 58763

 Phone: 701-627-8047

Fax: 701.627.4790 registrar@nhsc.edu

 Withdrawal Form

*\*Use after last day to Drop/Add Courses until last day to withdraw from semester with* ***W***

## Student Name: Student ID:

Undergraduate

Non-Degree

## Email Address: \_\_\_\_\_Phone #:

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

Year: Fall Spring Summer Date Withdrawal Initiated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_***Student Initiated Withdrawal***

The student must notify NHSC, academic advisor, counselor or Registrar’s Office and request to voluntarily withdraw from the school. If a student withdraws prior to the deadline, a “W” will be entered on the transcript. Students who do not formally withdraw or do so after the deadline, will receive a letter grade as assigned by the instructor.

\_\_\_\_\_\_***College Initiated Withdrawal***

A student may be involuntarily withdrawn from college under extenuating circumstances, or emergencies potentially affecting their educational records, that fall outside the realm of normal NHSC policy and procedures.

**\*NOTE: Students who withdraw after the fourth week are still responsible for their full educational cost.**

 **Reason for Withdrawal:**

 Medical/Health Conditions Lack of Satisfactory Academic Progress Incarceration

 Family Emergency Lack of Financial Resources Disciplinary Action

 Absenteeism Jury Duty Other

 **I plan on returning to NHSC in the future \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO**

**COLLEGE INITIATED WITHDRAWAL**

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

Academic Advisor Date

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

Academic & Personal Counselor Date

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

VP of Academics Date

OR

VP of Support Services

**Copies to:**

Student

Non-Signing Vice President

Student Accounts

**STUDENT INITIATED WITHDRAWAL**

*By signing below, I acknowledge I will no longer be on my current degree plan if I return in the future.*

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

Student Signature Date

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

Academic Advisor Date

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

Academic & Personal Counselor Date

**Copies to:**

Student

VP of Academic

VP of Student Service

Financial Aid Office

**\*\*ORIGINAL DOCUMENT MUST BE SENT TO THE REGISTRAR’S OFFICE\*\***

**Registrar’s Use Only**

Date of institutional determination of withdrawal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_

**Revised 6.26.18 JM**