

**MOUNT HOLYOKE COLLEGE  
DEAN OF THE COLLEGE  
NOTIFICATION OF WITHDRAWAL**

**Name:** \_\_\_\_\_ **Class Year:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

I am withdrawing from Mount Holyoke College effective \_\_\_\_\_ [NOTE: The date of withdrawal will be the date this signed form reaches the Dean of the College's Office, the date you leave campus, or the date you enter above, whichever is the latest. That is, you may not "withdraw" as of a date earlier than the day you file this form and leave campus, but you may withdraw as of a later date.]

**Reasons for withdrawal (check all that apply):**

\_\_\_\_\_ Financial \_\_\_\_\_ Academic \_\_\_\_\_ Personal or Social \_\_\_\_\_ Residential Life  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

Plans after withdrawal:

\_\_\_\_\_ Transfer to (school name) \_\_\_\_\_  
\_\_\_\_\_ Work (place or type of job) \_\_\_\_\_  
\_\_\_\_\_ Other (specify) \_\_\_\_\_  
\_\_\_\_\_ Undecided \_\_\_\_\_

**Exit Interview:** If you are withdrawing, you must schedule an appointment with one of the Academic Deans. The purpose of this conference is threefold: 1) to insure that you are not making a decision on the basis of a situation that could be corrected; 2) to advise you on your future academic options; and 3) to request from you suggestions about college policies and practices that may have influenced your decision to withdraw.

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check List:** Before leaving campus, you should take any of the following actions that apply to you:

- \_\_\_\_\_ Return all borrowed materials to the Library.
- \_\_\_\_\_ Make arrangements to pay all outstanding bills to Financial Services, and sign any necessary loan documents.
- \_\_\_\_\_ See Financial Aid – if you are receiving financial aid (grant, loan, and/or campus employment), it is your responsibility to ensure that all forms have been submitted. The Financial Aid and Comptroller's Offices will determine the amount you will be charged and the amount to be refunded (if any) after we receive confirmation of your withdrawal.
- \_\_\_\_\_ Inform Residential Life, and make arrangements to return your room and dorm keys.

I have informed my parents of this action. I have read and understand the procedures described above.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Student's Signature)

**RETURN TO THE DEAN OF THE COLLEGE'S OFFICE, 202 MARY LYON HALL**