

# **WITHDRAWAL FROM COLLEGE FORM**

Spelman College - Office of the Registrar - 350 Spelman Lane, S.W. Atlanta, GA 30314 - 404.270.5233

**TO THE STUDENT: TO ACCOMPLISH PROPER WITHDRAWAL, IT IS NECESSARY THAT YOU CLEAR YOUR STATUS WITH THE OFFICES BELOW. PLEASE OBTAIN SIGNATURES AND RETURN THIS FORM TO THE REGISTRAR'S OFFICE.**

TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_ S.S.N. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ SEMESTER LAST ATTENDED \_\_\_\_\_

REQUESTED DATE OF LEAVE \_\_\_\_\_

ADDRESS WHERE YOU MAY BE REACHED \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State Zip Code)

\_\_\_\_\_  
(Telephone No.)

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## **KINDLY SELECT WHEN YOU WOULD LIKE YOUR WITHDRAWAL TO BE EFFECTIVE:**

*Please Note: Your request for a Withdrawal from College does not become effective until all authorized persons below have signed and this form is returned to the Registrar's Office.*

**Effective Immediately**  
(Please withdraw me from all of my classes)

**Effective at the end of the semester**  
(I expect to receive grades for this semester)

## **PLEASE INDICATE YOUR REASON FOR LEAVING:**

**Financial**     **Medical**     **Personal**     **Academic**     **Other** \_\_\_\_\_

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STUDENT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

REGISTRAR: \_\_\_\_\_ DATE \_\_\_\_\_ GPA \_\_\_\_\_

ACADEMIC DEAN: \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT A/C. COORDINATOR: \_\_\_\_\_ DATE \_\_\_\_\_ BAL DUE Y/N \_\_\_\_\_

LOAN COORDINATOR: \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT FINANCIAL SERVICES: \_\_\_\_\_ DATE \_\_\_\_\_

DEAN OF STUDENTS: \_\_\_\_\_ DATE \_\_\_\_\_

RESIDENTIAL LIFE: \_\_\_\_\_ DATE \_\_\_\_\_

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**ATTENTION: IF YOU HAVE REGISTERED FOR COURSES AT OTHER AUC SCHOOLS, YOU MUST FOLLOW THEIR WITHDRAWAL POLICY. SPELMAN IS NOT RESPONSIBLE FOR WITHDRAWING YOU FROM THOSE COURSES.**

# Administrative Offices

## **Registrar**

Office of the Registrar  
Packard Hall, Room 206  
404.270.5227

## **Academic Dean**

Dr. Desiree Pedescleaux  
Rockefeller Hall, First Floor  
404.270.5695

## **Loan Coordinator**

Ms. Adriane Allen  
Packard Hall, Room 221  
404.270.5168

## **Dean of Students**

Dr. Vera Dixon Rorie  
Manley Center, Rm. 210  
404.270.5132

## **Student Accounts**

Ms. S. Linda Durden  
Packard Hall, Room 218  
404.270.5161

## **Student Financial Services**

Ms. Lenora Jackson  
Packard Hall, Ground Floor  
404.270.5209

## **Office of Residential Life**

Ms. Brenda Rogers  
LLC II, Administrative Suite  
404.270.5343