



1701 North State Street, Campus Box 150436
 Jackson, MS 39210-0001
 Web: www.millsaps.edu/records
 Email: records@millsaps.edu
 Office: Academic Complex, Room 142
 Phone: 601-974-1120
 Fax: 601-974-1114

Administrative Withdrawal Form

The college reserves the right to withdraw students from all classes if, in the judgment of the appropriate college officials, such withdrawals are in the best interests of students and the college. Students may be withdrawn for unacceptable personal conduct, Honor Code violations, or other infractions. Withdrawing from the college changes the student status and may affect future status if the student is receiving any of the following: financial aid, social security benefits, VA benefits, Yellow Ribbon recipients, or scholarships. The student's ability to purchase insurance as a student, to maintain athletic eligibility, or to maintain a student visa may also be affected.

Withdrawal from Millsaps College does not indicate a clearance of financial or other obligations. All obligations to the College must be met regardless of the withdrawal status. Refunds are made according to the refund schedule listed in the catalog and by federal regulations.

Grades for the current term will be determined by the administrator and communicated to the Registrar.

Administrator completes this section:

_____	_____	_____
Students Full Name (print)	Social Security #	Date
_____	_____	_____
Phone Number	Email Address	Student ID #

I request an administrative withdrawal on this student for the _____ semester of _____ year.

Signature of Administrator

Please indicate reason for withdrawal:

Signatures required:

- | | |
|---|--|
| 1) _____
UG: Dr. Melissa Lea GR: Naomi Freeman | 2) _____
Faculty Advisor |
| 3) _____
Residence Life | 4) _____
Business Office |
| 5) _____
Records | 5a) _____
*Vice President and Dean of Academics
Required if the withdrawal is after W deadline |

Effective date of Withdrawal _____ Date emails sent to Adv/Fac _____
 Academic Actions checked _____