

# Request for WITHDRAWAL from Kentucky Wesleyan College

Name (please print) \_\_\_\_\_ SSN \_\_\_\_\_

Advisor \_\_\_\_\_ Permanent (non-KWC) email \_\_\_\_\_

Home Address \_\_\_\_\_

Street/Route/Box #/Apt #

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_

Home phone # with Area Code

Cell phone # with Area Code

Please indicate which option you are choosing: WITHDRAWAL -or- LEAVE OF ABSENCE

- WITHDRAWAL:** I am hereby indicating my intention to **WITHDRAW** from Kentucky Wesleyan College  
 **LEAVE OF ABSENCE:** I am hereby requesting I be granted a **LEAVE OF ABSENCE** from Kentucky Wesleyan College

Reason for Leave: Check one below:

**MEDICAL (attach documentation from Physician)** \_\_\_\_\_  
Associate Deans' Approval

**MILITARY (attach a copy of current orders)**

**STOPPING OUT (finish the current semester then sit out for one semester)**

I plan to return\* to Kentucky Wesleyan College in the \_\_\_\_\_ term, 20\_\_\_\_\_.  
Fall, Spring, Summer Year

Withdrawal or leave date is to be effective: **Immediately**  -or- at the **end of the current semester**

***\*If I do not return by the above stated term (no later than one academic year), I understand that I will lose my LEAVE OF ABSENCE status and will need to reapply for admission.***

Are you now on **ACADEMIC, SOCIAL and/or DISCIPLINARY PROBATION** of any kind? (Check one below)

Yes (list probation) \_\_\_\_\_

No

***I have read the Kentucky Wesleyan College Withdrawal and Leave of Absence Instructions and understand the conditions as outlined in that document.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Last date you attended any class at KWC \_\_\_\_\_

**You must meet with the Director of Financial Aid and then obtain signatures from the Controller, the Dean of Students, and the Athletic Director if you are an athlete. After the signatures are obtained and the questionnaire is completed, turn in the form to the Registrar to complete the withdrawal process.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Director of Financial Aid

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Controller

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Vice President for Student Services and Dean of Students

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Athletic Director (if an athlete)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Associate Dean of the College

## Kentucky Wesleyan College Withdrawal Questionnaire

Name \_\_\_\_\_ SS# \_\_\_\_\_ Date \_\_\_\_\_

1. What is your major? \_\_\_\_\_ Major undecided? \_\_\_\_\_
  
2. During the last term you were enrolled, were you employed? (Check all that apply)
  - Not employed
  - Employed 1-10 hours per week
  - Employed 11-20 hour per week
  - Employed 20-35 hours per week
  - Employed more than 35 hours per week
  - On campus employment
  - Off campus employment
  
3. Which student organizations have you joined or have been active with while at KWC? (Check all that apply)
  - Athletics
  - Greeks
  - Religious organizations
  - Music/Theatre
  - Student Life/SGA/SAPB
  - Other: Please specify: \_\_\_\_\_
  
4. What are your plans following your withdrawal from KWC? (Check all that apply)
  - Attend another school: Please specify: \_\_\_\_\_
  - Work in a job
  - Care for home and/or family member(s)
  - Other: Please specify: \_\_\_\_\_

Listed below and on the following pages are several reasons why a student might leave school. To what extent are your reasons for leaving KWC?

Academic	Major	Moderate	Minor	Not a Reason
Course work too difficult				
Course work not challenging				
Courses full; not available				
Inadequate study techniques or habits				
Academic major not available (specify) _____				
Dissatisfaction with major department				
Dissatisfaction with academic advising				
Faculty				

Personal Circumstances	Major	Moderate	Minor	Not a Reason
Not ready				
Distance from family				
Distance from friends				
Illness				
Personal Problems				
Change in marital status				
Relocating				

Employment	Major	Moderate	Minor	Not a Reason
Conflict between job and studies				
Accepted a job				
Environmental	Major	Moderate	Minor	Not a Reason

Social atmosphere				
Diversity				
Type of student body at KWC				
Housing arrangements				
Size of college				
Religious atmosphere				
Social regulations				
Campus safety				

<b>Support Services</b>	<b>Major</b>	<b>Moderate</b>	<b>Minor</b>	<b>Not a Reason</b>
Admissions Office				
Career Services				
Cashier's Office				
Dining Services				
Financial Aid Office				
Library				
Office of Disability Services				
PLUS Center				
Registrar's Office				
Student Life Office				

<b>Financial</b>	<b>Major</b>	<b>Moderate</b>	<b>Minor</b>	<b>Not a Reason</b>
Not enough money to attend school				
Parents financial status changed				
My own financial status has changed				
Lost scholarship				
Lack of recognition for academic achievement				
Decrease in aid offered since first year				
KWC is expensive for value received				
Too much loan debt				

<b>Athletics</b>	<b>Major</b>	<b>Moderate</b>	<b>Minor</b>	<b>Not a Reason</b>
Please specify team: _____				
Coaching issues				
Inequities in equipment, travel, practice time				
Time commitment				
No playing time				
Facilities available				

**What is the best quality about KWC that you would recommend to a prospective student?**

**What would you change about KWC?**

Thank you for your candid responses to these questions. Your opinions will help us improve our services to all KWC students. **Good luck with your future!**

<b>Registrar Personnel Only:</b>			
<b>Date received:</b>	<b>Updated Students Contact Information in system (address, phone, &amp; "non-kwc" email):</b>	<b>Copy Schedule for Student Folder:</b>	
<b>Student ID:</b>	<b>Spsheet Updated on M Drive:</b>	<b>Student Folder Dated and Moved:</b>	
<b>Expected Grad date Cleared:</b>			
<b>Attrition checked:</b>			
<b>Web Reg Group cleared:</b>	<b>Remove from Graduation Spreadsheet:</b>	<b>Date Withdrawal Processed:</b>	
<b>Schedule printed :</b>	<b>Remove Graduation Check Folder :</b>	<b>Registrar Personnel Initials:</b>	
<b>Drop/Withdraw schedule:</b>	<b>Withdrawal Group and Advisor emailed (Include date signed, date processed, term of withdrawal):</b>		
<b>W Grade Entered Final &amp; Midterm:</b>			
<b>Advisor Name:</b>			<b>Notify Student:</b>
<b>Advisor Cleared:</b>			<b>Copy Schedule and Form to Registrar File:</b>