

Student Withdrawal: Music Department and VIS Approval

IMPORTANT: The purpose of this form is to obtain approval from the Music Department for you to withdraw from a program. You must submit the Graduate School's Student Withdrawal Google form in order to make the request, and this form is the supporting documentation you need.

Instructions

1. Notify your advisor of your intent to withdraw.
2. Complete and submit this form to the following people: the Graduate Program Director, Graduate Program Coordinator, and your advisor. NOTE: If you are an international student, the GPC will obtain VIS approval with the appropriate advisor.
3. The approved form will be returned to you. At this time, locate the Student Withdrawal form on the Student Resources section of the Graduate School website.
4. Complete and upload this form to provide proof of Departmental Approval (attach this form at the following prompt: "please upload approval from your graduate program director"; you can attach the same form at the approval from VIS prompt).

Student Withdrawal

Last Name: _____ First Name: _____ ID#: _____

Note: If you intend on returning at a later time (a semester or a year), then you will need to request to take an official Leave of Absence, not a Withdrawal. If you fail to submit the Leave of Absence form in a timely fashion, you will be responsible for a \$500 readmission fee on your return.

(Fill out section 1) below if you are withdrawing for a future semester, or retroactively for a secondary program you will not be completing.)

1) Indicate the Semester and Year of Request:

Semester: ☐ Fall ☐ Spring ☐ Summer **Year:** _____

☐ I am completely withdrawing from the program

☐ I intend on returning to the program in a future semester (estimated): ☐ Fall ☐ Spring **Year:** _____

(Fill out section 2) below if you are withdrawing once a semester has started and you are registered.)

2) Please withdraw me retroactively from all my classes for the _____ semester, 20____

☐ I hereby petition to be withdrawn from all courses for this semester and have been properly advised regarding financial penalties and academic policies.

I petition to make the above changes in my schedule due to the reason stated below. If applicable, I understand that if I withdraw from all my classes, I will lose my support and financial aid (international students may violate their status). All students are subject to the Tuition Liability schedule on all retroactive dropped/withdrawn courses. Please see Student Accounts for more information. **Reason (add an additional page if space below is insufficient):**

Graduate Program Signature: _____ **Date:** _____

(This may be the GPD, GPC, or Chair ONLY)

Visa & Immigration Services Advisor Signature: _____ **Date:** _____