

Term Withdrawl Form

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This form is to be used by students to notify the University of their plan to withdraw from all classes for the term indicated and/or their plan to leave the University. Students withdrawing from the current term will be dropped from all courses, a grade of "W" will be assigned for each course if received after the Add/Drop deadline. Requests for term withdrawals must be received PRIOR to the term withdrawal deadline. Please consult the academic calendar for term withdrawal deadlines. Students who elect to withdraw from the university will then need to apply for readmission if they wish to re-enroll in courses. Use the Term/University withdrawal form found in RamPortal to initiate either process.

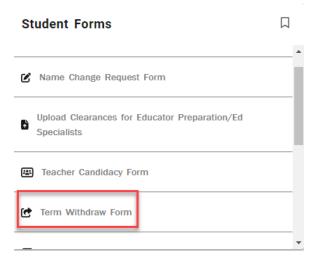
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NAVIGATION

- Log into RamPortal <u>ramportal.wcupa.edu</u>
- Locate the Student Forms card. For help with finding cards, visit <u>Home Page Navigation: A Guide to the RamPortal Home Page</u>.
- Click on the Term Withdrawal Form link.



SUBMIT THE FORM

Clicking this link will open a form in your browser. You should notice that the EMPLID (your WCU ID number), First Name, Last Name, and WCU Email auto populate.
 If they do not, please reach out to registrar@wcupa.edu.



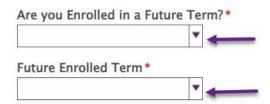
• After your ID, First Name, Last Name, and WCU Email are visible on the form, please indicate what TERM and TERM YEAR you are looking to withdrawal from.

Note: You can only select from the options given. If you are looking to withdrawal from a term not listed, please contact registrar@wcupa.edu.



• Please also indicate if you are enrolled in a future term. If you select yes, you will be asked to select which future term.

Click on the dropdown arrows to make your selections.



• Please indicate a reason for your withdrawal per the options listed. Click on the dropdown arrow and use the scroll bar to find the appropriate reason.



• Please indicate if you plan on returning to West Chester University. If yes, your request will be processed as a Term Withdrawal. If not, your request will be processed as a University Withdrawal. Click on the dropdown arrow to make your selection.

Do You Plan to Return to We	st Chester University?*
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You will be given the option to include supporting documents if you choose. Click on the Attach
 Supporting Doc button to load the files. Please Note: these are not required.



- When uploading supporting documents, please be aware that only .tif/.tiff, .jpg/.jpeg, .pdf formats are
 accepted. We cannot accept images in mobile device formats at this time.
- You must indicate that you understand the Financial Aid implications associated with withdrawing
 from a term; including the need to return aid and/or graduate assistantships. Please speak with the
 Financial Aid Office if you have questions about how a Term or University Withdrawal might impact
 your aid.



Please add your signature to the form. Click anywhere in the box and use your cursor to sign.



Once signed, you can click SUBMIT at the bottom of the form.



• If the form has been uploaded successfully, you will return to **RamPortal** If you do not, email the Registrar's Office at registrar@wcupa.edu.