



## Term Withdrawl Form

*Last edit date: 8/25/2024*

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.

### CONTENTS

[Navigation](#)

[Submit the Form](#)

### NAVIGATION

- Log into RamPortal – [ramportal.wcupa.edu](https://ramportal.wcupa.edu)
- Locate the **Student Forms** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).
- Click on the **Term Withdrawal Form** link.

Student Forms

- Name Change Request Form
- Upload Clearances for Educator Preparation/Ed Specialists
- Teacher Candidacy Form
- Term Withdraw Form**

## 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](mailto:registrar@wcupa.edu).

WCU  
WEST CHESTER  
UNIVERSITY

Term and/or University Withdrawal Request

Office of the Registrar  
25 University Ave  
West Chester University  
[www.wcupa.edu/registrar](http://www.wcupa.edu/registrar)  
[registrar@wcupa.edu](mailto:registrar@wcupa.edu)

**Instructions**  
This form is to be used by students to notify the University of their plan to withdraw from all of their classes for the term indicated and, on their plan to leave the University. Students withdrawing from the current term will be dropped from all courses, a grade Add/Drop deadline. Requests for term withdrawals must be received prior to the term withdrawal deadline.

**Withdrawal Request Information**

WCU ID\*  First Name\*  Last Name\*  Email

- 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](mailto:registrar@wcupa.edu).**

Term\*  Term Year\*

- 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.**

Are you Enrolled in a Future Term?\*  Future Enrolled Term\*

- 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.**

Reason for Withdrawal\*

- 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 West Chester University? \*



- 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.

**Upload Supporting Document (Not Required)**

Please provide any documentation that supports your extenuating circumstances (i.e., medical documentation, accident report, eviction notice).

Attach Supporting Doc



- 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.

**Financial Aid Awareness**

Students requesting a term or university withdrawal must contact Financial Aid before submission so they may receive counseling on the implications of this action on their student account.

☐ I acknowledge that I have met with financial aid and understand the implications of my request. \*

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

Student Signature \*

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

Submit

- 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](mailto:registrar@wcupa.edu).