

**Simmons College
College of Arts and Sciences
Graduate Programs**

NOTICE OF WITHDRAWAL FROM THE COLLEGE

A student submits a Notice of Withdrawal from the College when s/he does not plan to return.

Name _____	Program _____
Address _____	ID Number _____
_____	Telephone Number _____
City _____ State _____ Zip _____	

If a student withdraws from all courses or fails to register for any courses by the end of the fourth week of classes or fails to return from a leave of absence, s/he is considered to have withdrawn from the College. Students are urged to review the College's refund policy before making a final decision. Students with loans and grants must notify the Director of Financial Aid in writing of their intent to withdraw.

Students who are withdrawn from the College may petition for a Request for Readmission to Active Status. In some cases, students may be required to reapply for admission in order to continue in the program. Changes in program expectations and requirements may change the status of a student's degree candidacy.

Date of withdrawal _____

Primary reason(s) for leaving Simmons College:

_____ financial concerns [not financial aid]	_____ medical problem	_____ personal/ family concerns
_____ financial aid concerns	_____ academic problem	_____ other, please specify: _____ _____ _____

Course(s) Completed:	Credit:	Course(s) Completed:	Credit:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[Student Signature] _____ [Date]

When this petition is complete and all signatures have been obtained, you will receive the gold copy. The top three (3) copies will be distributed as indicated below as notification of your decision to withdraw.
SIGNATURES:

Program Director _____	Date _____
Dean of the College _____	Date _____