

PERMANENT WITHDRAWAL FORM

First Name _____ Last Name _____ Phone Number _____

Permanent Address* _____ Student ID _____

City _____ State _____ Zip _____ Non-MAC Email _____

****MUST provide your mailing address and non-Macalester email address***

Permanent Withdrawal Start Date: _____ Fall _____ Spring _____ Year _____ (Please select year using drop down menu)

Complete both pages and return in PDF format to the Office of Student Affairs. An appointment with the AVP for Student Affairs and Dean of Students is NOT required. If you would like to meet, please email studentaffairs@macalester.edu.

Have you spoken with your advisor about your plans? _____ Advisor's Name _____

If you are currently living on campus or went through room draw, you must get the signature of Residential Life.

Residential Life (if living on campus or participated in Room Draw) _____ Date _____

All accounts must be cleared before your request for withdrawal can be submitted. Please obtain the signature from the Student Accounts Office.

Student Accounts _____ Date _____

Perkins, Institutional, MCISL Loan Coordinator (Student Accounts Office) (all applicants) _____ Date _____

If you are currently receiving financial aid, please obtain signature of a Financial Aid officer.

Financial Aid Representative (if receiving financial aid) _____ Date _____

Please read all the information and policies concerning your withdrawal request (on the page 2 this form) and sign below indicating that you have read it. Completion of a Permanent Withdrawal form indicates you do not plan to return to Macalester College. If you wish to return you must complete a readmission form, which can be obtained from the Registrar's office.

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY

Action:

Approved _____ Last Date of Academic Activity _____ Effective Withdrawal Date _____

Email Deactivation Date _____

AVP for Student Affairs and Dean of Students Signature _____ Date _____

Reason for leave (check those that apply):

Medical Financial Mental Health Family Issues Other

Transfer Name of intended School

Details for Withdrawal Request:**POLICIES:**

Policies regarding a Permanent Withdrawal from Macalester College are outlined in detail in the Student Handbook:

<https://www.macalester.edu/documents/studenthandbook/03academicpolicies/03-11leaveofabsence.html>

IMPORTANT INFORMATION:

Please be advised your Macalester email will be deactivated within fourteen (14) days of the processing of your Permanent Withdrawal request, so it is important for you to transfer your email contacts and data prior to that date. Also, Macalester mailing services is unable to hold mail after your Permanent Withdrawal, so a forwarding address should be done to ensure receipt of any items received after your Permanent Withdrawal.

Please submit your completed form in PDF format to
Studentaffairs@macalester.edu