

# Drop/Withdrawal/Leave Request Form

Office of Student Records

Email - [registrar@mercycollege.edu](mailto:registrar@mercycollege.edu).



## INSTRUCTIONS

### **BEFORE THE REGISTRATION PERIOD DEADLINE (UP TO AND INCLUDING THE 1<sup>ST</sup> WEEK OF CLASSES):**

It is recommended that a student drops courses in their EMPOWER ME account by performing the following steps:

- 1) Select the Student Records tab in EMPOWER ME.
- 2) Select Course Registration.
- 3) Select the Drop button next to each course.
  - a. Be certain to reference the academic calendar for pertinent deadlines and discuss all requests with an academic advisor and financial aid officer.
- 4) The course registration page will automatically refresh to show current course enrollment.
- 5) If dropping all courses, thus withdrawing from the college, notify the Office of Students Records by completing and submitting this form. Signatures are not required if courses are dropped in EMPOWER ME.

Alternatively, a student may complete this form but must identify the courses they wish to drop, and they must have the advisor and financial aid officer sign the form.

### **AFTER THE REGISTRATION PERIOD DEADLINE (AFTER THE 1<sup>ST</sup> WEEK OF CLASSES):**

It is recommended that a student complete this form in their EMPOWER ME account by performing the following steps:

- 1) Select the Student Records tab in EMPOWER ME.
- 2) Select Drop/Withdrawal/Leave Form.
  - a. Be certain to reference the academic calendar for pertinent deadlines and discuss all requests with an academic advisor and financial aid officer before submission of the request form.
- 3) Select the course(s) to be dropped or withdrawn from.
- 4) Answer the questions listed.
- 5) Select Request to submit the drop/withdrawal/leave form.
  - a. Drop or withdrawal requests after the 1<sup>st</sup> week of the semester will be processed within 5 business days of the request by the Office of Student Records per College policy. A confirmation email will be sent to the student College email address.

Alternatively, a student may complete this form but must identify the courses they wish to drop, and they must have the advisor and financial aid officer sign the form.

FOR MERCY COLLEGE STAFF OFFICE USE ONLY

Office: Student Records

Last Updated: 01/12/2021

# Drop/Withdrawal/Leave Request Form

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## STUDENT INFORMATION

Name: \_\_\_\_\_  
First Middle Initial Last

Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_ College Email: \_\_\_\_\_

Program of Study: \_\_\_\_\_

## DROP/WITHDRAWAL/LEAVE INFORMATION

Identify all courses to be dropped or withdrawn from:

SEMESTER	COURSE # (Ex. BIO 101)	SECTION # (Ex. 01; W1)	CREDIT HRS	COURSE NAME

### DROPPING OR WITHDRAWING FROM ALL COURSES THIS SEMESTER?

Yes  No

### REASON FOR REQUEST:

Academic  Employment  Financial  Medical  Military  Personal  Other

Please provide further explanation if applicable: \_\_\_\_\_

### PLANS MOVING FORWARD?

Continue Courses (not dropped) & Returning Next Semester  Continue Courses (not dropped) & Not Returning Next Semester

Work Full-Time  Work Part-Time

Drop/Withdraw from All Courses & Returning to Mercy College (Leave Request); Semester of Expected Return: \_\_\_\_\_

Attend Another College (Withdrawal): College: \_\_\_\_\_ Program/Major: \_\_\_\_\_

Other (Withdrawal) Please Explain: \_\_\_\_\_

### COLLEGE RESOURCES USED PRIOR TO THIS REQUEST?

YES  NO

If so, what resources: \_\_\_\_\_

### SUGGESTIONS FOR MERCY COLLEGE FACULTY/STAFF

\_\_\_\_\_

## NOTICE AND SIGNATURE

I understand that withdrawing, taking a personal or medical leave, or student military leave from Mercy College may have an impact on enrollment status, satisfactory academic progress, student account, federal, state and institutional grants, loans, scholarships, third-party sponsorship, and veteran educational benefits. I have read and understand the withdrawal and leave policies as outlined in the Mercy College of Ohio College Catalog.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR MERCY COLLEGE STAFF OFFICE USE ONLY

Office: Student Records Official Date of Withdrawal: \_\_\_\_\_

Last Updated: 01/12/2021 Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: Student's Permanent File, Financial Aid, Advisor, Business Office

Staff Initials