

Leave of Absence or Withdrawal Student Checklist

Please be sure to complete the following important items prior to taking a Leave of Absence or Withdrawal from Westminster College.

Have you....?

- Spoken with a **Business Office** staff member about your financial status (*balances, refunds, fees, loans, grants, etc.*)
- Spoken with a **Financial Aid Office** staff member about your Financial Aid status (*scholarships, loans, grants, etc.*)
- Spoken with your **faculty members** and **adviser** if you plan to take any *Incompletes* or have other academic concerns.
- Spoken with a **Registrar's Office** staff member about official transcript.
- Spoke to your coach _____ Team affiliation(s) _____
- Spoken with a Dean in the **Student Affairs Office** and completed the computer-based *Withdrawal Survey* (*Survey required only if you are withdrawing from the College*)
- Properly checked out of your **residence hall room** with a member of the Residence Life Staff if you live on campus.
- Turned in your **ID (Titan) card**. (*Give to a Residence Life staff member when checking out of your residence hall, or to either the Titan Card or Student Affairs Office if you live off campus.*)
- Turned in your **mailbox key** to the Mailroom. (*If you expect to leave on a day when the Mailroom is not ordinarily open, give the key to the Mailroom staff when it is open prior to your departure.*)
- Read ***The Handbook for Students*** and ***Westminster College Undergraduate Catalog***.
- Withdrawals only:** Network account is disabled two weeks after withdrawal date.