

Adler University
Student University Withdrawal Form
Electronic Form
CHICAGO CAMPUS

Withdrawal in Good Standing Policy

PLEASE REVIEW

Students may withdraw from Adler University in good standing by completing the Student Withdrawal form, including necessary signatures, and submitting the form via their Adler email account to the Office of the Registrar. The Student Withdrawal form is located on the Registrar page on Adler Connect. It is the student's responsibility to obtain the signatures on the student withdrawal form and to understand the potential academic and financial implications of withdrawing from the University. Forms that are missing information and signatures will be returned to the student. To withdraw in good standing, students must be in Academic Good Standing at the time of withdrawal, have completed all requirements for courses and clinical work for which they are registered, and may not be subject to pending disciplinary or academic inquiries. "Withdrawal" is noted on the transcript.

If a student decides to withdraw from the University before the term starts, or during the add/drop period, he or she is required to log onto Student Planner or WebAdvisor and drop all of his or her courses. Failure to do so will result in the student being charged the drop fee and/or tuition in accordance with the University's tuition refund policy.

Former students who wish to return to the University after withdrawing in good standing must submit a new application for admission and, if admitted, must follow the policies, procedures, and program requirements in effect at the time of the new admission. Students readmitted to the University may be eligible to receive up to 24 credits for coursework completed either at Adler University or another institution.

IMPORTANT INFORMATION:

1. If you did not download this form directly from the Registrar page on Adler Connect, you may obtain the most recent form from the Registrar page on Adler connect at <https://connect.adler.edu/studentservices/registrar>. Older versions of this form will not be processed.

2. ***If you decide to withdraw from the University before the term starts or during the drop/add period, you are required to log onto Student Planner or WebAdvisor and drop all of your courses immediately. Failure to do so will result in charges of fees and/or tuition.

3. If you are completing the current term, your withdrawal will not be processed until the term has concluded and all grades are posted. If you are withdrawing immediately, your withdrawal request will be processed once your last date of attendance in each course has been confirmed and your grades will be based on the date your form was submitted. Please see the academic calendar for add/drop and "W" grade deadlines.

4. It is the student's responsibility to obtain all signatures listed below and make sure the completed form, with all signatures, is submitted to the Office of the Registrar. This request is not considered official until processed by the Office of the Registrar. Incomplete forms AND forms mailed, faxed, or dropped off will be returned to the student. Completed forms must be e-mailed to registrar@adler.edu.

STUDENT INSTRUCTIONS:

1. STUDENT SIGNS AND DATES FORM BELOW AND OBTAINS SIGNATURES IN THE ORDER LISTED BELOW.
2. ROUTE FORM VIA YOUR ADLER E-MAIL ACCOUNT. FORMS ROUTED VIA PERSONAL E-MAIL ACCOUNTS WILL NOT BE ACCEPTED.
3. STUDENT ROUTES THE FORM, VIA E-MAIL, TO THEIR FACULTY ADVISOR AND COLLECTS THEIR SIGNATURE.
4. AFTER OBTAINING THEIR FACULTY ADVISOR'S SIGNATURE, STUDENT ROUTES FORM, VIA E-MAIL, TO THEIR PROGRAM DIRECTOR OR PROGRAM CHAIR AND COLLECTS THEIR SIGNATURE.
5. AFTER OBTAINING THEIR PROGRAM DIRECTOR'S/CHAIR'S SIGNATURE, THE STUDENT ROUTES THE FORM, VIA E-MAIL, TO THEIR PROGRAM'S DIRECTOR OF TRAINING OR THE DIRECTOR OF COMMUNITY ENGAGEMENT. IF THE STUDENT IS NOT ON PRACTICUM OR SJP, THE STUDENT ROUTES THE FORM, VIA E-MAIL, TO STUDENT AFFAIRS.
6. AFTER OBTAINING STUDENT AFFAIRS' SIGNATURE, THE STUDENT ROUTES THE FORM, VIA E-MAIL, TO FINANCIAL AID.
7. AFTER OBTAINING FINANCIAL AID'S SIGNATURE, THE STUDENT ROUTES THE FORM, VIA E-MAIL, TO THE OFFICE OF THE REGISTRAR.
8. SUBMIT ONE FORM WITH ALL SIGNATURES TO REGISTRAR@ADLER.EDU. FORMS WITH MISSING SIGNATURES WILL NOT BE ACCEPTED BY THE OFFICE OF THE REGISTRAR.
9. FORM IS ACCEPTED VIA YOUR ADLER E-MAIL ONLY. FORMS THAT ARE DROPPED OFF, MAILED, OR FAXED WILL NOT BE ACCEPTED.

ADMINISTRATION INSTRUCTIONS:

1. YOU DO NOT NEED TO PRINT THIS FORM!
2. SIGN THE FORM BY TYPING YOUR SIGNATURE AND **SEND IT BACK TO THE STUDENT**, SO THE STUDENT CAN CONTINUE TO COLLECT SIGNATURES.
3. FORMS WITH MISSING SIGNATURES WILL NOT BE ACCEPTED BY THE OFFICE OF THE REGISTRAR.
4. FORM IS ACCEPTED VIA E-MAIL ONLY. FORMS THAT ARE DROPPED OFF, MAILED, OR FAXED WILL NOT BE ACCEPTED.

NOTIFICATION OF STUDENT WITHDRAWAL – CHICAGO CAMPUS

****PLEASE OBTAIN SIGNATURES IN THE ORDER LISTED BELOW****

FORMS WITH MISSING SIGNATURES WILL NOT BE ACCEPTED BY THE OFFICE OF THE REGISTRAR

STUDENT SIGNATURE:

DATE:

PLEASE TYPE YOUR SIGNATURE

(Your signature indicates you have read and understand the information on this form and Adler University's Withdrawal policy.)

Faculty Advisor:

DATE:

Program Chair/Director:

DATE:

Director of Community Engagement - students on SJP (Camille Williamson - cwilliamson@adler.edu):

DATE:

Director of Training - students on practicum, internship, or externship:

DATE:

Student Affairs (studentaffairs@adler.edu):

DATE:

Financial Aid (financialaid@adler.edu):

DATE:

Registrar's Office Use Only:

Registrar's Office Representative Signature and Date Received (with all signatures):

Registrar's Office Representative Signature and Date Date Processed:

Student's Last Date of Attendance: