

STUDENT NAME: _____

Notes: _____

Required Signatures - *All Withdrawals and Leaves are to be initiated through the Assistant V.P Student Services and must be approved by the Dean PRIOR to obtaining other signatures. Involuntary Withdrawals are initiated by the Dean.*

Dean *	Date	Note
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Associate Dean *	Date	Note
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Student Services *	Date	Note
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Chief Operations Officer *	Date	Note
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Chief Financial Officer *	Date	Note
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Dir. Financial Aid *	Date	Note
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Library *	Date	Note
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Registrar *	Date	Note
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(* or Authorized Designee)

For Office Use (To be completed by the Registrar):

Date Returned:

White Coat: _____ ID Badge: _____ Name Tag: _____ Other: _____

Notes: _____

Revised 6/2015