THE PETROLEUM INSTITUTE

STUDENT ONE-STOP SHOP (SOS)

Temporary / Permanent Withdrawal Request Form

STUDENT WITHDRAWAL REQUEST (To be completed by the student/guardian)

Please return to the SOS upon completion

Student ID Number | Name (First, Middle, Last)

College Level | Major | Mobile Number

☐ **One Semester Withdrawal (Leave of Absence)**

Semester Withdrawn:

☐ Fall ☐ Spring Year: _____

Expected Semester of Return:

☐ Fall ☐ Spring ☐ Summer Year: _____

Reason for withdrawal:

☐ **Permanent Withdrawal from the Petroleum Institute**

Reason for withdrawal:

Student's Signature / Date

Guardian's Signature / Date

STUDENT CLEARANCE (To be completed by the staff)

Student is requested to visit the following departments to return the revelant materials then return form to the SOS.

Department	Confirmed By	Signature	Date
Academic Program			
General Services & Public Relations (GSPR)			
Student Affairs Division (SAD)			
Library / Independent Learning Center (ILC)			
Finance (fee paying student)			
Health Safety and Environment (HSE)			
The Registrar's Office (RO)			

TIME AND GRADE OF WITHDRAWAL (To be completed by the Registrar's Office)

☐ Before the withdrawal deadline - Student will receive "W" grade

☐ After the withdrawal deadline - Student will receive "F" grade

FOR THE PROVOST

Signature

Date