



## Withdrawal Signature Form

Submit this signature form online at <https://www.applyweb.com/emorypst/index.ftl>.

Last name:          First name:          EmplID:

Graduate program:

Check the appropriate box(es) to indicate the nature of your withdrawal.

- ☐ **Partial:** I am withdrawing from one or more courses, but staying enrolled in the rest.
- ☐ **Complete:** I am withdrawing from all my courses.
- ☐ My withdrawal is **temporary**; I am submitting a request for a leave of absence.
- ☐ My withdrawal is **permanent**.

**Instructor(s) Signature(s)** (required if you are withdrawing in the middle of a term)

Course (e.g. ENGL771)	Grade (W/WF/WU)	Instructor's signature

**If your withdrawal is PARTIAL or COMPLETE/TEMPORARY, then you do NOT need the signature below.** A partial withdrawal will be effective on the date you submit your online withdrawal form, and your DGS/Director will be notified in the online system, after you submit. If this is a complete/temporary withdrawal, then your DGS/Director will need to sign the Leave of Absence signature form, and the effective date will be determined by the LOA process.

**If your withdrawal is COMPLETE/PERMANENT, then you must collect the signature below.** Your withdrawal will be considered effective on the date of the DGS/Director signature, as entered below.

**Director of Graduate Studies / Program Director**

DGS / Director Name:

DGS / Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For students in the GDBBS: your division director will review in the online system.***