Mount Saint Mary College
330 Powell Avenue, Newburgh, New York 12550 • www.msmc.edu

Office of the Registrar
Ph: 845-569-3281 **Fax:** 845-569-3301

Withdrawal from MSMC Form

Instructions: Students who wish to officially withdraw from the college should complete this form signed by the appropriate individuals. Return form to Registrar's Office when Steps 1 – 6 are completed. *NOTE: If withdrawing after last day to withdraw without academic penalty, students will receive "F" grades for all classes, and may be subject to academic probation or dismissal.*

Upon receipt of this completed form you will be withdrawn from Mount Saint Mary College

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Today's Date _____ **Date of Withdrawal** (Circle One): Today End of Semester

Name: _____ Student ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Are you registered for next semester (circle one)? No Yes*

**Please note, circling yes will withdraw you from next semester*

Reason for Withdrawal:_____

_____

1. **Student Signature** (signature required): _____
2. **Major Advisor** (signature required)_____
3. **Vice President for Students** (signature required):_____
4. **Financial Aid Office** (signature required): _____
5. **Student Accounts Office** (signature required): _____
6. **Director of Residence Life** (Resident Students Only): _____
   Please provide advance notice if moving out in between semesters. (Staff availability needed)
7. **Registrar's Office** (signature required): _____
   If you are a resident student, a copy of this form will be made for you to proceed to Step 8.
8. **Director of Residence Life** (Resident Students Only): _____
   After you have removed your possessions from the Dorm.

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Withdrawing Student Survey

Mount Saint Mary College is interested in learning why students leave the college and how they evaluate our programs and services. Your honest and thoughtful responses to the following questions would help us improve our college.

1. Indicate which of the following best describes your present plans

_____ (LA) Taking a leave of absence but expect to return to MSMC
_____ (TF/TL/TT) Transferring to: _____
(Name of School)
_____ Withdrawing from school
_____ Other (Please specify): _____

2. The decision to take a leave of absence, transfer, or withdraw from school can be motivated by a variety of reasons. **Please check all of the reasons that contributed to your decision to leave MSMC.**

Personal Reasons
_____ (HE) Health-related problems (family or personal)
_____ (MO) Moved out of the area
_____ (FR) Family responsibilities
_____ (WO) Work responsibilities, job and college time conflicts
_____ (ED) Changed or achieved my educational goals
_____ (NC) Didn't feel I "fit in" here
_____ (RH) Dissatisfied with college housing
_____ (SL) Dissatisfied with social life
_____ (RR) Unhappy with college rules and regulations
_____ (HO) Wanted to be closer to home
_____ (LA) Needed a break from college
_____ (OT) Other: _____

Academic Reason
_____ (DG) Dissatisfied with my academic performance/grades
_____ (QA) Dissatisfied with the quality of education
_____ (LE) Dissatisfied with the learning environment
_____ (NO) Courses/programs I wanted were not available
_____ (OT) Other: _____

Financial Reasons
_____ (CO) Did not have enough money to continue/cost excessive
_____ (FA) Could not obtain sufficient financial aid
_____ (OT) Other: _____

Employment
_____ (JO) Accepted a job or wanted work experience
_____ (AF) Entered the military
_____ (CM) Entered a Church mission
_____ (FS) Entered a Federal Service Organization (Peace Corps, etc.)
_____ (OT) Other:_____

MAJOR REASON: From those selected above, identify the one, predominant reason you are leaving the Mount: _____

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Satisfaction with MSMC

Using the following scale, indicate how satisfied you were with the following aspects of your stay at MSMC.

1	2	3	4	5
Very Dissatisfied	Moderately Dissatisfied	Neutral	Moderately Satisfied	Very Satisfied

_____ a. The quality of advisement
_____ b. The faculty's teaching effectiveness
_____ c. The choice of available courses
_____ d. Your major's requirements
_____ e. Residence Hall facilities (i.e. buildings and rooms)
_____ f. Quality of life in the dorms
_____ g. Library Services
_____ h. Tutoring Services
_____ I. Computer Facilities
_____ J. Student Recreational Activities
_____ K. Security
_____ L. Availability of Financial Aid
_____ M. Cost of Tuition

Additional comments:

_____

_____

_____

_____

_____

Student ID Number_____ Date_____

Student number is used for control purposes; it will be removed after receipt is acknowledged in the computer.