University of Maine at Machias
Semester Withdrawal Form

Student’s Name: _________________________________  DOB: ___________________________

Address for Future Mailings: ____________________________________________________________
_________________________________________________________________________________

Students who are attempting to withdraw from all classes during a given semester, but who intend to return the following semester, should complete Section 1.

Section 1: I request permission to withdraw from all classes in which I am currently enrolled for the semester indicated: ___________________________ ______

Student Signature: __________________________________________________ Date: __________

Advisor Approval: _______________________________________ Date: __________

VPAA Approval:* _______________________________________ Date: __________

*Necessary only if student is requesting withdrawal after the semester withdrawal deadline. In this case, a letter explaining student’s extenuating circumstances should accompany this form.

Students not intending to return to UMM should complete section 2 and meet or speak with a Student Success Advisor in the Advising Center, 2nd floor, Powers Hall.

Section 2: I request permission to withdraw from the University of Maine at Machias effective ___________________________.

Student Signature: _______________________________________ Date: _____________

Exit Interview Clearance: Student must meet or speak with and obtain the signature of the Student Success Advisor in the Advising Center, 2nd floor, Powers Hall, before the withdrawal will be considered official:

______________________________________________
Student Success Advisor  Date

Students withdrawing from UMM entirely must return their UMM ID card to the Office of Student Life in Powers Hall.

Please return this form to the Registrar’s Office or Advising Center before leaving campus.

Email sent to:       For Office Use Only
Advisor _______   Instructors _________________
Business Office _______     _________________
Financial Aid Office _______     _________________
Director of Student Life _______     _________________
Library _______  ID Rec’d _________________
Loan Officer _______   Revised 08/18/2017
Student Success Advisor _______     _________________
VA Representative _______     _________________