



REQUEST FOR TEMPORARY OR PERMANENT WITHDRAWAL

A current student may request to temporarily or permanently withdraw from the Medical College of Wisconsin by completing Section 1 of this form and submitting the form to the Office of the Registrar.

Section 1

Name: (Last name) (First name) (Middle name)

Address: (Street) (City) (State) (Zip code) Phone:

Check one: Permanent Withdrawal or Temporary Withdrawal Reason for withdrawal:

Anticipated date of return from temporary withdrawal (MM/DD/YYYY):

All students must discuss the withdrawal with the appropriate School Official:

- Graduate School: Angie Backus, Director of Enrollment & Student Affairs, abackus@mcw.edu /414-955-5670 or Sarah Ashworth, Education Program Coordinator II, sashworth@mcw.edu /414-955-4840
Master of Science in Anesthesia Program: Michael Stout, Program Director, mistout@mcw.edu /414-955-5609
Medical School: Dr. Carol Ping Tsao, Associate Dean for Student Affairs, ctsao@mcw.edu /414-955-8256
School of Pharmacy: Joel Spiess, Director of Academic and Student Affairs, jspiess@mcw.edu /414-955-2858

Note: All international students with F-1 immigration status must consult Angie Backus at abackus@mcw.edu.

I understand: 1.) It is not permissible for me to continue MCW coursework i.e. dissertation, thesis, CPD, Pathways, etc. while withdrawn, 2.) If I take a temporary withdrawal, a Request for Return from Temporary Withdrawal form must be received by the Office of the Registrar no fewer than 60 days prior to my anticipated return, and any change to these dates must be submitted in writing for review, 3.) If I permanently withdraw and I ever wish to resume my education at the Medical College of Wisconsin, I must apply for readmission, and 4.) I acknowledge the following individuals or departments will be notified of my withdrawal and may require additional follow-up from me:

- Office of Student Accounts: mcwtuition@mcw.edu /414-955-8172. All students are required to contact this office.
Office of Student Financial Services: fnaid@mcw.edu /414-955-8208. All students are required to contact this office.
Library: Confirm all borrowed items are returned.
Office of Educational Improvement: Remove student enrollment in D2L courses and ExamSoft.
Public Safety: (Permanent Withdrawal) Confirm locker cleared. School Official will return the student's ID card/badge.
Information Services: (Permanent Withdrawal) Deactivate MCW email account and username.
Health Insurance and Stipend: Graduate and MSTP students: Diane VerHaagh, dverhaagh@mcw.edu/414-955-8090 MSA, Medical and Pharmacy students: student_health@mcw.edu.

I am currently enrolled in the following insurance plan(s): Dental Insurance Health Insurance

I elect to continue Dental Insurance coverage and/or Health Insurance coverage

Upon signing this form, please forward it to the Office of the Registrar at acadreg@mcw.edu.

Student Signature: Date:

Section 2

Office of the Registrar/School Officials:

- Determine date of first contact (aka Date of Determination) with student regarding withdrawal (MM/DD/YYYY):
Determine last date of academic activity (i.e. attending class or taking an exam at MCW) (MM/DD/YYYY):

Required School Official Signature: Date:

Registrar Signature: Date: