



BFA WITHDRAWAL/LEAVE OF ABSENCE REQUEST

Student's Name _____ Student ID _____

- Directions to Student:**
- Download and fill out the Withdrawal/leave of absence form from the SSA website or pick up from the Office of the Registrar.
 - Turn in completed form via email or in-person to your academic dean for approval.

List below the courses for which you are requesting a withdrawal from:

Course Abbreviation and Number	Course Title	Remarks

WITHDRAWAL FROM SOUTHWEST SCHOOL OF ART

I wish to withdraw completely from the Southwest School of Art _____ (initials)

Remarks:

LEAVE OF ABSENCE REQUEST

I wish to take a leave of absence from the Southwest School of Art _____ (initials)

Remarks:

Students: Read Carefully Before Signing!

I understand that withdrawals must be made if it is after the drop/add period. I understand that all refunds will be issued based on the Academic Calendar as a credit towards future enrollment unless otherwise requested. Further, I understand that classes I withdrawal from will be reflected by a W on my official transcript.

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Dean/Advisor Signature: _____

Date: _____

Registrar Signature: _____

Date: _____