



## DROP OR TEMPORARY WITHDRAW REQUEST FORM

### Note to Student

Change is **NOT OFFICIAL** until this form is completed and sign by all departments indicated below.

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Session:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone No:** \_\_\_\_\_ **Cell Phone No:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Program:** \_\_\_\_\_

**LDA:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**GPA:** \_\_\_\_\_ **Credit Taken:** \_\_\_\_\_ **Credit Earned:** \_\_\_\_\_

### Student Request

\_\_\_ I am requesting to withdraw from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_ I am requesting to drop from NYADI on \_\_\_\_\_

\_\_\_ I am requesting to transfer to another college \_\_\_\_\_

### Reason for Drop/Withdrawal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Steps to complete by Departments

Comments	Steps	Date	Initial
	1) Met w/Registrar		
	2) Met w/Student Services		
	3) Met w/ Bursar		
	4) Met w/ Dean (if applicable)		
	5) Registrar (rec'd completed form)		

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date