

GRADUATE DEGREE STUDIES EXIT INTERVIEW

NOTICE OF DEPARTURE

Check one:

- Withdrawal – no intent to return
- Leave of Absence – return in (fall spring summer) of _____ (year)

Name _____ SSN/ID# _____

Permanent address _____

E-mail _____ Permanent phone _____

To complete withdrawal, graduate students need to:

- return all library books
- resolve any remaining balance with the Emory & Henry billing office
- complete this form and return it to the Neff Education Center by mail or FAX.

What is your anticipated date of withdrawal? _____

Reasons for Departure: Please tell us why you are choosing to leave the college at this time. You may use the back of this sheet if additional space is needed.

Plans after departure:

- Decided not to pursue this degree
- Transferring to _____
- Planning to return (leave of absence)

Student signature _____ Date _____

Do not write below this line

Distribution:

- | | |
|--|--|
| <input type="radio"/> Registrar | <input type="radio"/> Library |
| <input type="radio"/> Dean of Students | <input type="radio"/> Business Office |
| <input type="radio"/> Financial Aid | <input type="radio"/> President's Office |
| <input type="radio"/> Dean of Faculty | <input type="radio"/> Bookstore |