



**LOYOLA**  
UNIVERSITY CHICAGO

**The Graduate School**  
**NOTICE OF INTENT TO WITHDRAW FROM THE UNIVERSITY**

This form should be submitted to their Graduate Program Director when a student desires to withdraw completely from the University. Additional information about completing a total withdrawal from the University is available at [https://www.luc.edu/regrec/total\\_withdrawal.shtml](https://www.luc.edu/regrec/total_withdrawal.shtml).

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 LUC Student ID #: \_\_\_\_\_ Student Email: \_\_\_\_\_@luc.edu  
 Graduate Program Director: \_\_\_\_\_ Graduate Program: \_\_\_\_\_  
 I intend for my total withdrawal to take effect: *(select one)*     Immediately     At the conclusion of this term/session  
 Final Term of Attendance: \_\_\_\_\_

Initial next to the following statements indicating your understanding of and agreement with each:

- I am not enrolled in any courses in future terms. \_\_\_\_\_
- I am aware of the financial implications of my decision to withdraw at this time. The Financial Aid Office can be reached at 773-508-7704 or [lufinaid@luc.edu](mailto:lufinaid@luc.edu) to discuss the financial implications of withdrawing. \_\_\_\_\_
- I am not a campus resident, OR if I am, I have cancelled my housing contract with Residence Life. Housing contracts can be cancelled online via <https://forms.luc.edu/eRelease/login.htm>. \_\_\_\_\_
- I am aware that my LUC ID card will be deactivated upon my withdrawal. \_\_\_\_\_
- I am aware of the steps required to return to LUC if I choose to do so in the future. \_\_\_\_\_
- I am not an international student, OR if I am, I have confirmed my plans to withdraw with International Student and Scholar Services. ISSS can be reached at 773-508-3899 or [iss@luc.edu](mailto:iss@luc.edu). \_\_\_\_\_

Check next to the primary factor(s) below that have contributed to your decision to withdraw:

- |  |   |
|--|---|
| <input type="checkbox"/> Academic program not offered at Loyola                      | <input type="checkbox"/> Family concerns                          |
| <input type="checkbox"/> Dissatisfaction with Loyola faculty and/or academic support | <input type="checkbox"/> Financial concerns                       |
| <input type="checkbox"/> Dissatisfaction with Loyola campus culture                  | <input type="checkbox"/> Government requirements/military service |
| <input type="checkbox"/> Employment conflict   | <input type="checkbox"/> Medical/mental health concerns           |
|  | <input type="checkbox"/> Other _____                              |

Please write a brief explanation below of why the factor(s) you selected have led to your decision to withdraw.

List any campus faculty, staff, offices, or programs you may have contacted to try to resolve or receive support for the primary factor(s) contributing to your withdrawal: \_\_\_\_\_

Do you intend to return to LUC to complete your degree in the future? *(select one)*     Yes     No     Unsure

If yes, in which term/session do you anticipate returning? \_\_\_\_\_

Are you transferring to another college or university? *(select one)*     Yes     No

If yes, in which college or university do you plan to enroll? \_\_\_\_\_

What is your primary reason for selecting this college or university? \_\_\_\_\_

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

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***Office Use Only***

Graduate Program Director Signature: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Graduate School Official Signature: \_\_\_\_\_