

Southeast Arkansas College (SEARK) is committed to providing a clear, supportive process for students who wish to fully withdraw from the college. This policy outlines the required steps, forms, and approvals necessary to complete a withdrawal, including the option to submit forms via email to facilitate remote processing.

Procedures

Step 1: Complete the Southeast Arkansas College Student Withdrawal Form

Students must fill out the form, providing all required information, including:

- Personal details (Name, Student ID, Program/Major, and Contact Information)
- Reason(s) for withdrawal
- Confirmation of any relevant counseling, financial, or academic advisement

Step 2: Advisor Acknowledgment

The student is required to meet with their academic advisor before withdrawing. This meeting may be conducted:

- Face-to-Face
- Zoom/Video Call
- Phone Call

The advisor will discuss available support services and alternative options and will document the counseling summary on the form. This acknowledgment helps ensure that students understand all potential implications of withdrawing from the college.

Step 3: Athletic Director (For Athletes Only)

Student-athletes must obtain additional acknowledgment from the Athletic Director, who will document any comments relevant to the student's athletic eligibility or obligations. This step is mandatory for all students involved in college athletics.

Step 4: Financial Aid Office Acknowledgment

Students receiving financial aid must meet with a representative from the Financial Aid Office. The purpose of this meeting is to:

- Provide information regarding the impact of withdrawal on financial aid status

Students who withdraw from SEARK College may be required to repay a portion of their financial aid based on federal and institutional policies. It is the student's responsibility to review any financial or academic repercussions of withdrawal with the Financial Aid Office and other relevant departments.

Revised: 11/12/2024

- Discuss possible loan repayments and how withdrawal affects future financial aid eligibility

This meeting can also occur via Face-to-Face, Zoom/Video Call, or Phone Call. The Financial Aid Office must document the details of this discussion on the form.

Step 5: Registrar's Office Processing

The Registrar's Office will process the withdrawal once all required sections and signatures on the Student Withdrawal Form are complete. The Registrar will:

- Finalize the withdrawal date
- Note any additional comments relevant to the withdrawal on the form
- Maintain the form within the student's official record

Step 6: Student Confirmation

Students must provide a signature to confirm their understanding of and agreement with the withdrawal process.

Important Notes:

- **Academic Implications:** Students withdrawing from the college should be aware that withdrawal may affect their academic standing and eligibility for re-enrollment.
- **Financial Aid:** Withdrawal may impact the student's financial aid and could lead to immediate repayment obligations depending on the timing of the withdrawal.
- **Timeline:** Students are advised to complete the withdrawal process promptly to avoid complications with grades, academic records, or financial obligations.

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Revised: 11/12/2024

Southeast Arkansas College Student Withdrawal Form

This form should be used when a student wants to completely withdraw from the college

Student Information

Student Name: _____ Student ID Number: _____

Program/Major: _____ Phone/Email: _____

Section 1: Reason for Withdrawal

(Please check all that apply)

- Academic Difficulties Financial Reasons Personal/Family Issues
 Medical Reasons Transfer to Another Institution Employment/Work Schedule
 Dissatisfaction with Program Other (Please specify): _____
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Section 2: Advisor Acknowledgment and Counseling Summary

Method of Meeting: *(Please check one)*

- Face-to-Face Zoom/Video Call Phone Call

Counseling Summary Required *(Brief description of topics discussed and services provided):*

Advisor Signature: _____ Date: _____

Section 3: Athletic Director *(For Athletes Only)*

Additional Comments *(if applicable):*

Athletic Director Signature: _____ Date: _____

Section 4: Financial Aid Office

Method of Meeting: *(Please check one)*

- Face-to-Face Zoom/Video Call Phone Call

Explanation of Financial Aid Impact Required *(Include information provided to the student about financial aid status, repayment, and future eligibility):*

Financial Aid Officer Signature: _____ Date: _____

Section 5: Registrar's Office Acknowledgment

Withdrawal Processed on: _____

Additional Comments *(if applicable):*

Registrar Signature: _____ Date: _____

Student Confirmation

Student Signature: _____ Date: _____

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Revised: 11/12/2024