

Checklist for Students Leaving the College

Leaving During the Semester

Students withdrawing from classes during the semester and planning to return for the following semester:

- Contact the Dean of Students office
Email: DeanofStudents@goucher.edu Phone: 410-337-6150
- Complete the Semester Withdrawal form
Form: http://www.goucher.edu/Documents/Records/Semester_Withdrawal_Form.pdf
- Complete the items for All Students at the bottom of this Checklist.

Students withdrawing from classes during the semester and not expecting to return the following semester:

- Contact the Dean of Students office
Email: DeanofStudents@goucher.edu Phone: 410-337-6150
- Complete the Semester Withdrawal form
Form: http://www.goucher.edu/Documents/Records/Semester_Withdrawal_Form.pdf

and

Students planning to return within one or two semesters

- Also complete the Leave of Absence form
Form: http://www.goucher.edu/Documents/Records/leave_of_absence.pdf
- Submit the form to the Office of the Registrar
Email: Registrar@goucher.edu Phone: 410-337-6000
- Complete the items for All Students at the bottom of this Checklist.

or

Students not planning to return to the college

- Also complete the Official Withdrawal from the College form.
Form: http://www.goucher.edu/Documents/Records/official_withdrawal_form.pdf
- Submit the form to the Office of the Registrar
Email: Registrar@goucher.edu Phone: 410-337-6000
- Complete the online exit survey.
Survey: <https://www.surveymonkey.com/s/GoucherExit>
- Complete the items for All Students at the bottom of this Checklist.

Leaving at the End of the Semester

Student taking a leave of absence from the college at the end of the semester

- Complete the Leave of Absence form
Form: http://www.goucher.edu/Documents/Records/leave_of_absence.pdf
- Submit the form to the Office of the Registrar
Email: Registrar@goucher.edu Phone: 410-337-6000
- Complete the items for All Students at the bottom of this Checklist.

Students withdrawing from the college at the end of the semester and not planning to return

- Contact the Dean of Students office and
Email: DeanofStudents@goucher.edu Phone: 410-337-6150
- Complete the Official Withdrawal from the College form.
Form: http://www.goucher.edu/Documents/Records/official_withdrawal_form.pdf
- Submit the form to the Office of the Registrar
Email: Registrar@goucher.edu Phone: 410-337-6000
- Complete the online exit survey.
Survey: <https://www.surveymonkey.com/s/GoucherExit>
- Complete the items for All Students at the bottom of this Checklist.

Leaving Between Semesters

Student taking a leave of absence from the college between semesters

- Complete the Leave of Absence form
Form: http://www.goucher.edu/Documents/Records/leave_of_absence.pdf
- Submit the form to the Office of the Registrar
Email: Registrar@goucher.edu Phone: 410-337-6000
- Complete the items for All Students at the bottom of this Checklist.

Students withdrawing from the college between semesters and not planning to return

- Complete the Official Withdrawal from the College form.
Form: http://www.goucher.edu/Documents/Records/official_withdrawal_form.pdf
- Submit the form to the Office of the Registrar
Email: Registrar@goucher.edu Phone: 410-337-6000
- Complete the online exit survey.

Survey: <https://www.surveymonkey.com/s/GoucherExit>

Complete the items for All Students at the bottom of this Checklist.

All Students leaving the college

- Return room key to Community Living
- Return post office key to the Post Office
- Return all library materials
- Contact Billing office for billing issues
Email: Billing@goucher.edu Phone: 410-337-6022
- Contact Financial Aid office for financial aid issues
Email: Finaid@goucher.edu Phone: 410-337-6141
- Contact Public Safety concerning your OneCard
Email: Publicsafety@goucher.edu Phone: 410-337-6112