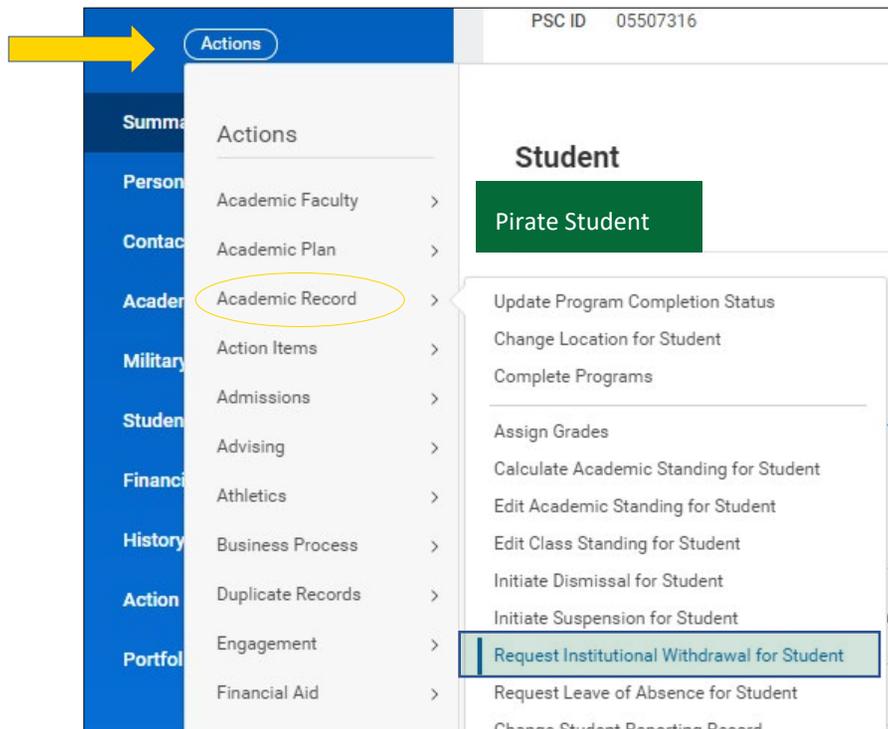


STAFF

Institutional Withdrawal Request

1. Search for a student in the search bar using student name or PSC ID number.
2. Click *Actions*.
3. Hover over *Academic Record*.
4. Click on *Request Institutional Withdrawal for Student*.
5. Fill in the necessary information.
6. Click **OK**.

TIP: Type **Student:** followed by a name for quick search results.



Request Withdrawal for Student

Academic Record *

Withdrawal Date * MM/DD/YYYY

Withdrawal Reason

Date of Determination MM/DD/YYYY

OK **Cancel**