

# Advisor Approval Form

## Summer 2023 – Withdrawal Form

**Instructions for Advisors:** Please complete this form when students request to withdraw from all classes in one or multiple summer sessions. This form and the non-SPS withdrawal form can be submitted when a student is withdrawing from one session but plans to stay enrolled in a different session.

Completing this form confirms the following:

- The student’s Advisor has reviewed the student’s withdrawal request
- Listed all course information below for the requested withdrawal session.
- The student’s Advisor has discussed with the student the impact of the withdrawal on their degree progress and shared with the student the summer refund schedule, as outlined on the summer website.
- Advisor confirms student has notified instructor(s) of their intent to withdraw from the course(s)
- Please direct questions to [sps-summeradvising@columbia.edu](mailto:sps-summeradvising@columbia.edu)

### Student Information:

- Student Name: \_\_\_\_\_ UNI: \_\_\_\_\_
- School (select one):
  - Columbia College/SEAS
  - Barnard College
  - Other (Please List): \_\_\_\_\_

Summer Session (A/B/Full-Term)	Call Number	Course Subject	Course Number	Course Title

Additional Notes:

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_