

OFFICIAL WITHDRAWAL FORM

Instructions

A student who is enrolled for one or more classes and who decides to completely discontinue study for the semester, must officially withdraw. It is not sufficient for the student to tell the instructor(s) or someone in the department. The following procedures must be followed:

1. The student wishing to withdraw from the University must obtain a withdrawal form from the Office of Student Affairs.
2. The student then hand carries the form to the following areas for appropriate signatures:
 - a. Office of Financial Affairs (C. D. King Building)
 - b. Student Accounts (C.D. King Building)
 - c. Financial Aid (Ellison Hall, 1st floor)
 - d. Registrar (Ellison Hall, 1st floor)
 - e. Academic Affairs (Pickford Hall, 1st floor)
 - f. Residence Life (Henderson Center, 1st floor)
 - g. Student Development Center (Henderson Center, 2nd floor)
3. Once all signatures have been obtained, the student should return the Withdrawal Form to the Office of Student Affairs.
4. If a student is unable to withdraw in person because of illness or other valid reasons, he/she must notify the Office of Student Affairs in writing before the end of the current semester. Upon receipt of the written request, the Office of Student Affairs will complete the process for the student.

Student Responsibility:

1. Students are responsible for all financial obligations and following established procedures.
2. If the student withdraws within the first eight weeks of the semester, the designation of "W" or "F" will be submitted, depending on the instructor's assessment.
3. A student who withdraws without following the procedures for withdrawal is considered unofficially withdrawn. In this case, the grade of "F" is recorded for each course in which he/she was registered.
4. If a student plans to return the following semester, he/she must apply for readmission with the Registrar's Office.

