

Instructions for Course Withdrawal With Remote Processing

Because all courses have been moved online due to COVID-19, the Course Withdrawal form and our procedures for processing course withdrawals have been streamlined for spring 2020 and for subsequent semesters to enable remote processing. This document outlines the instructions for withdrawing from a course for those semesters.

Purpose:

The Course Withdrawal form is to be used for withdrawing from one or more courses, but not for withdrawing from all courses. The Withdrawal from the University form should be used for withdrawing from all courses.

Notice to Students: In sending the Course Withdrawal form to the Registrar's Office, you are acknowledging that withdrawal from one or more courses may result in a delay of graduation and could impact your financial aid. Students are responsible for contacting your advisor or chair and Financial Aid before submitting the form. Please note that you are also responsible for the cost (tuition/fees) of all courses dropped when grades of W are in effect. This effective date is published on the Academic Calendar for full term courses and on the Important Deadlines for partial term courses for each semester.

<http://www.deltastate.edu/academic-affairs/calendar/>

<http://www.deltastate.edu/academic-affairs/important-deadlines/>

Student Instructions:

- Contact your advisor to discuss the impact of withdrawing from the course(s) as it may delay your graduation date. If you do not know the name of your advisor, contact your chair's office for the identification of your advisor.
- If you have financial aid, contact Financial Aid as withdrawing from a course could impact your financial aid. You can contact Financial Aid via email at finaid@deltastate.edu.
- Download the Course Withdrawal form from the Registrar's Office / Forms website. <http://www.deltastate.edu/academic-affairs/registrars-office/forms-and-policies/>
- Complete top of form (name, ID#, email, cell #) and information for each course from which you are withdrawing.
- Using your DSU okramail account, send the completed form to your instructor(s), advisor, Dean, finaid@deltastate.edu, and Registrar@deltastate.edu.

Instructor Instructions:

- Within 3 business days of receipt of the form, using your official DSU email account, send email to registrar@deltastate.edu identifying the last date of attendance for the student for the course.

Registrar's Office Instructions:

- If student does not include advisor, dean, and financial aid in email forwarding the completed form, when you send the email to the instructor asking for last date of attendance, cc all concerned as well as registrar@deltastate.edu.
- Once instructor provides last date of attendance, process withdrawal, then respond to all in email originally sent (or email you forwarded to all) to notify all that withdrawal has been processed. Update form with your name, date received from student, and date processed on form. Attach form and email from instructor with last date of attendance to student record.