DELTA STATE UNIVERSITY

Course Withdrawal Instructions

This document outlines the instructions for withdrawing from a course. Note that the procedures are different for online only students and students who are taking any face-to-face classes.

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.
- If you are a face-to-face student, walk to each office and obtain the manual signatures (and last date of attendance from the instructor) of the following in order: your instructor, advisor, and Dean.   Bring the fully executed paper form to the Registrar's office for processing within 5 business days of the instructor's signature.
- If you are an online only student, using your DSU okramail account, send the completed form to your instructor(s) and advisor. Ask your advisor to forward the form to your academic Dean once they have signed the form. It is your responsibility to ensure all signatures are obtained and have the fully executed form delivered to the Registrar's

office. The fully executed form must be delivered to the Registrar's office within 5 days of obtaining the instructor's signature. If the form is delivered to the Registrar's office after the last day to withdraw, you must provide documentation showing that you submitted the form to your instructor before the deadline.

Late withdrawals

- Late withdrawals must be approved by both the Dean and the Provost
- To petition for a late withdrawal, collect the signature and last date of attendance from your instructor, the signature from your advisor, then bring/send (if online classes only) the form to your academic dean along with a personal statement in writing explaining the circumstances beyond your control that prevented you from either withdrawing from the course in a timely manner or prevented you from completing the class. If the dean chooses to approve the late withdrawal, he/she will send the fully executed form along with the personal statement to the Provost for his approval, ccing registrar@deltastate.edu. If the Provost approves the late withdrawal, he will send the form to registrar@deltastate.edu.

Registrar's Office Instructions:

- Once we receive the fully executed form, process the withdrawal(s), then notify all that withdrawal has been processed. Update form with your name and date processed.