

This process is used for instances in which a student is taking online courses only or is unable to take the form physically from department to department. If a student is enrolled in one or more face-to-face classes, is near Cleveland and is physically able, the student is responsible for obtaining the required signatures on the form and discussing with those offices/people the impact of withdrawing on their college career, graduation, financial aid, and student account.

Purpose:

The Withdrawal from the University form should be used for withdrawing from all courses.

Notice to Online Students: Although you are not responsible for collecting signatures on the form, you are responsible for contacting each office listed to discuss the impact of withdrawing on your college career, graduation, financial aid, and student account. You are responsible for the consequences of withdrawing from the University. In sending the Withdraw from the University form to the Registrar's Office, you are acknowledging that withdrawing may result in a delay of graduation and may impact your financial aid. Please note that you are responsible for the cost (tuition/fees) of all courses when withdrawing from the University after grades of W are in effect. This effective date is published on the academic calendar for each semester.

Student Instructions:

- Contact the Student Success Center to discuss your plans to withdraw and any possible options. For spring 2020, you can contact Jontil Coleman at jcoleman@deltastate.edu; 662-846-4897. If you are unable to reach Ms. Coleman, contact the Department at studentsuccess@deltastate.edu or 662-846-4574.
- Contact your advisor to discuss whether other options to withdrawing are available and to discuss how withdrawing will 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.
- Contact Kelvin Davis in Student Business Services at kdavis@deltastate.edu or 662-846-4698 to discuss your financial responsibility.
- If you have financial aid, contact Financial Aid as withdrawing from the University could impact your financial aid. You can contact Financial Aid via email at finaid@deltastate.edu or 662-846-4670.
- Download the Withdraw from University form from the Registrar's Office / Forms website. Complete top of form (name, ID#, date), information on all courses in which you are currently enrolled, the reason for withdrawal, and the address and phone where you may be reached (towards bottom of form).
- Using your DSU okramail account, send the completed form to your Registrar@deltastate.edu.

Registrar's Office Instructions:

- Email all instructors to request they submit the last date of attendance within 3 business days
- Forward the original email from the student and form to the following parties and request they provide email acknowledgement from their DSU email account within 3 business days. Notify them that the withdrawal will be processed within three business days if we don't hear from them
 - Student Success: jcoleman@deltastate.edu
 - Advisor
 - Dean
 - SBS - kddavis@deltastate.edu
 - Financial Aid – notification only - mismith@deltastate.edu
- Upon receipt of all last dates of attendance and after 3 business days (or after have heard acknowledgement from all listed above but financial aid), update the student record, electronically sign the form and enter date processed.
- If at any point the student or one of the offices/people listed for signature contact you to say that the student has decided to not withdraw, we must have a confirmation email from the student from their DSU email address to stop or reverse the process

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.