

WITHDRAWAL

If a student finds it necessary to leave the University, he/she must complete a *Total Withdrawal Form* which can be obtained from University College, Retention Office 217.

Withdrawing from the University means that a student is no longer enrolled in any courses for the remainder of the term.

NOTE: Students who have not paid fees for the current semester do not need to complete a withdrawal form.

If a student is registered for *only one course* and wishes to drop it, he/she is actually withdrawing from the University for the remainder of the term and must complete a withdrawal form instead of a drop/add form.

Whatever you do, do not just leave the University or stop attending class without completing the proper procedures to protect the integrity of your academic record. You are not automatically dropped or withdrawn from the institution. You must complete the proper forms to make sure your academic record reflects the correct action.

Any student who desires to withdraw from the university must adhere to the [Satisfactory Academic Progression](#) (SAP) policy. Also, if a student withdraws from **ALL** courses before more than 60% of the time has elapsed in the semester, it will be determined if he/she “earned” all financial aid received from federal programs. If the student did not earn the aforementioned aid, he/she will be informed of the amount that must be repaid and of the options for repayment.

The student must submit an application for readmission if he/she plans to reenroll. Failure to comply with this regulation will result in the recording of failing grades in all courses for which the student is registered and the losing of any refund of fees to which he/she may otherwise be entitled.

PROCEDURES FOR PROCESSING WITHDRAWAL

1. The student should report to the Retention Office. The Retention Specialist will seek to assist the student in continuing his or her matriculation at the university. If it is determined that the student cannot be assisted with matriculation, the student will complete the Notification of Total Withdrawal form and a Withdrawing Student Survey.

The Retention Specialist will send the form to the Financial Aid Office. The names of students completing the withdrawal form will be emailed daily to the following offices: Financial Aid, Registrar, Academic Affairs, Student Affairs, Business Affairs, University College, Student Support Services, Housing, Gold Card Administrator, Natchez branch, and Vicksburg branch.

Students enrolled at the Vicksburg and Natchez branches should check with the main offices located at those sites regarding withdrawal.

If a student cannot come to campus due to extreme circumstances; i.e. medical reasons or out-of-state, the following items are needed to process a mail-out request: Letter requesting a withdrawal form which must include the following: Name, Date, Social Security Number, ASU ID Number, Address, Telephone Number, Term (fall/spring/summer) and Year, Reason for requesting to withdraw, Signature, and Copy of ASU Gold Card.

If a student has authorized another individual to officially withdraw him/her from the university, the following items are needed to process the request: Letter from the student containing the following information: Authorized person's name and valid photo identification, Student's Name, Date, Social Security Number, ASU ID Number, Address, Telephone Number, Term (fall/spring/summer) and Year, Reason for requesting to withdraw, Signature, Copy of Student's ASU Gold Card, and Copy of valid photo identification.

2. The student must complete the online *Clearance Form* from Student Affairs and obtain signatures from the various departments listed on the form. Copies of the form should be distributed to each office upon final signature from Business Affairs.
3. The student must attend an *Exit Counseling Session* with Financial Aid.
4. Upon receipt of the Clearance Form, the Registrar's Office staff officially withdraws the student from the University effective the date listed on the form.
5. Based on the effective date, the student may receive full reimbursement or a prorated amount for tuition and housing; otherwise, the student will be responsible for all fees. Listed below are the withdrawal/drop refund percentages:

FALL/SPRING TERMS	SUMMER TERMS
Prior to 1st day of class 100%	Prior to 1st day of class 100%
1st day of class 90%	1st day of class 90%
2nd day thru 2nd week of class 80%	2nd thru 5th day of class 80%
2nd thru 4th week of class 60%	6th thru 9th day of class 60%
4th thru 6th week of class 40%	10th thru 13th day of class 40%
After 13th day 0%	After six weeks 0%

DROPPING A CLASS

Dropping a class means the student wants to withdraw from that particular course only. *Withdrawing* means the student wants to leave the University before the end of a semester and will not be enrolled in any courses for the remainder of the term.

The student has completed registration, paid the required fees, and now wants to drop a course. This procedure must take place before the published deadline in order for no academic penalty to occur.

After the *Last Day to Drop without Academic Penalty*, the student must have permission. He or she meets with the course instructor. If the instructor is not available, the student should see the chairperson. The instructor/chairperson will complete and submit the *Registrar Request Form* to drop the student from the course. Thereafter, the Registrar will promptly process the instructor's drop request. The student should check his or her schedule to confirm the course is dropped.

NOTE: Deadline dates for dropping courses are printed in the [Academic Calendar](#).