

**Purpose:**

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

**Notice to Students:** 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 completed Withdrawal 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:**

- 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, phone number and email where you may be reached.
- Contact each of the following offices/people in the order below and obtain the signature from each in order. Do not take or forward the form to the next party until you obtain the prior signature.
  - Contact Khadeisjh Dailey, [kdailey@deltastate.edu](mailto:kdailey@deltastate.edu), 662-846-4887, at the Student Success Center to discuss your plans to withdraw and any possible options. If you are unable to reach Ms. Dailey, contact the Department at [studentsuccess@deltastate.edu](mailto:studentsuccess@deltastate.edu) or 662-846-4887. Obtain the signature of Ms. Dailey or a representative of the Student Success Center.
  - 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. Obtain the signature of your advisor.
  - Contact your academic dean to discuss your withdrawal. Obtain the signature of your dean.
  - Contact Mikhail Collins in Student Business Services at [mcollins@deltastate.edu](mailto:mcollins@deltastate.edu) or 662-846-4698 to discuss your financial responsibility. Obtain the signature for Student Business Services.
  - Contact Financial Aid as withdrawing from the University could impact your financial aid. You can contact Financial Aid via email at [finaid@deltastate.edu](mailto:finaid@deltastate.edu) or 662-846-4670. Obtain the signature for Financial Aid.
- Using your DSU okramail account, send the completed form with all signatures to [Registrar@deltastate.edu](mailto:Registrar@deltastate.edu).

**Registrar's Office Instructions:**

- Email all instructors to request they submit the last date of attendance within 3 business days
- 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.