

RETURN FORM:

UMR Student Services
111 South Broadway, Suite 300
Rochester, MN 55904

QUESTIONS?

Phone: 507-258-8457
Email: stuserv@r.umn.edu

COMPLETE WITHDRAW REQUEST

Name (Last, First, Middle Initial): _____ ID: _____

UMR Email: _____ Birth Date (MM/DD/YYYY): _____

Email (after withdrawal): _____ PhoneNumber (current): _____

Term Withdrawn: Fall Semester 20__ Spring Semester 20__ Summer Session 20__

Students who withdraw from all classes must do the following to ensure Failing (F) grades are not assigned. This form must be completed, and classes dropped, **BY THE STUDENT NO** LATER THAN 11:59pm ON THE LAST DATE TO WITHDRAW for the term identified.

- ☐ Yes I will be returning to UMR next term
☐ No I will not be returning to UMR next term

ALL STUDENTS FOLLOW THE STEPS BELOW:

1. **Complete this form** and submit it to UMR Student Services.
2. **Meet with Success Coach**, who will edit your record to allow **YOU** to drop all of your courses as well as discuss submitting a Leave of Absence form to prevent having to seek readmission to UMR to return.
3. **Contact One Stop Student Services** to check on your financial aid, discuss a [tuition appeal](#) or ask Student Health Benefit questions.
4. Contact the Office of [Student Health Benefits](#) to determine your status.
5. **Drop all classes**
6. **Complete the [Exit Survey](#)**
7. Students who live in Residential Housing, email rhousing@r.umn.edu to inform the Residential Life Director you are leaving. Proper apartment check-out is required, or a charge will incur.
8. **Keep address and phone number current in MyU.** Official communications will continue to be sent to students' UMN email account. Students must log in to UMR email at least every 90 days to keep the account active.
9. **Students who received VA benefits** must notify University Veterans Services, refer to the [Active Military Duty Cancellation policy](#).
10. **International Students**, notify your DSO of plans to withdraw. SEVIS requires notification of international students who plan to leave or withdraw from the University. Consult with a DSO advisor before withdrawing. Leaving the University may affect visa status and scholarship eligibility.
11. **Return any materials** on loan from the University

STUDENTS NOT RETURNING MUST ALSO FOLLOW THE STEPS BELOW:

1. **Complete [exit counseling](#)** (if Federal Direct Loans were received during any point at UMR).
2. **Pay any remaining charges** on student account.
3. **Technology Access**, Google App accounts are active if the student is active in an academic program. Access is lost after registration is missed for one semester. However, the account remains available for six consecutive semesters after the most recent program activation, then data is not recoverable. Students who do not graduate lose access to wifi/VPN and library access a week after registration closes if no classes have been selected. Access to MyU will continue until the semester after last registration. Access can be reinstated by contacting UMN Admissions at 612-625-2008.
4. **Students Transferring to Another Institution must order an official transcript.** Students transferring to a Minnesota State institution and have completed General Education requirements may request their transcript be noted to reflect the Minnesota Transfer Curriculum (MnTC) has been met.

Student Signature Required: _____ **Date** _____