



COMPLETE WITHDRAWAL REQUEST

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

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

Email (after withdrawal): _____ Phone Number (current): _____

Address (current): _____

Address (after withdraw): _____

Term Withdrawn: Fall Semester 20__ Spring Semester 20__ Summer Semester 20__

Students who withdraw from all classes must do the following to ensure Failing (F) grades are not assigned. This form must be completed with all required signatures and submitted to One Stop Student Services NO LATER THAN 11:59pm ON THE LAST DATE TO WITHDRAW for the term identified.

Students may no longer be covered by a University-sponsored health plan once withdrawn from UMR; contact the **Office of Student Health Benefits** to determine health insurance status. Students covered under a private plan should contact the private health plan carrier to discuss implications.

FOLLOW THE STEPS BELOW IN THE ORDER LISTED:

1. **Success Coach**
 - a. Students may be eligible to apply for a leave of absence (LOA) if they plan to return to UMR.
 - i. Students who withdraw, or do not enroll in classes for a semester, are moved to "inactive status"; this means they must seek **readmission to the University** to return.
2. **One Stop**
 - a. Inquire about financial aid, your balance and any possible credit balance refund.
 - i. Withdrawing from the University may require financial aid (including scholarships, grants, or loans) to be repaid.
 - ii. Students eligible for a tuition refund, must submit a **Tuition Refund Appeal Form**.
 - b. Complete exit counseling (if Federal Direct Loans were received during any point at UMR).
 - i. It may take several weeks after canceling classes for students to be auto-enrolled in **exit counseling**. Students must check their university email for prompts to complete the process; if it doesn't appear on the student account, contact Student Account Assistance (sfcmail@umn.edu). A hold is placed on student accounts until exit counseling is completed.
 - c. Pay any remaining charges of student account.
 - i. Students cannot register for future courses, or request an official transcript, if any unpaid, past-due charges remain (tuition, fees, etc.). Past due accounts are referred to a collections agency and/or result in legal action.
3. **Drop Classes in MyU**, (for current or future terms).
 - a. Regardless of the date classes are withdrawn, students may be responsible for all or part of the tuition and fees (see the **registration and billing dates**).
 - b. Students are prevented from dropping below 6 credits; One Stop will drop the final 6 credits when this form is received and place the student's name on the non-returning list.

4. Information Technology Office

- a. Student Google Apps accounts are active as long as the student is active in an academic program. Access is lost after registration is missed for one semester.
 - i. The account remains available for six consecutive semesters after their most recent program activation. After this time, the account is deleted and the data is not recoverable.
 - ii. The account is suspended immediately if a student is administratively separated or if a student drops all registered courses during their initial semester.
 - iii. Further access for academic reasons may be possible with an email from the student's academic advisor to accounts@umn.edu.
 - iv. 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.
- b. If enrolled in Laptop Program, return laptop and any materials on loan from the University

5. Information Commons (library)

- a. Return any materials on loan from the University

6. Students Who Live in Residential Housing: Office of Residential Life

- a. Proper apartment check-out is required at the point of withdrawal from the University.

7. Students Who Are veterans:

- a. Students who received VA benefits must notify University Veterans Services. If leaving for US military reasons, please refer to the [Active Military Duty Cancellation policy](#).

8. Students Who Are International:

- a. Notify International Student and Scholar Services (ISSS) office, or the Director of Intercultural Learning & Engagement at UMR, of plans to withdraw. SEVIS requires notification of international students who plan to leave or withdraw from the University. Consult with an F1/J1 advisor before withdrawing. Leaving the University may affect visa status and scholarship eligibility.

9. Students Who Plan to Return:

- a. 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 their UMR at least every 90 days to keep the account active. Read more under 4.a (above)

10. Students Transferring to Another Institution Must Send an Official Transcripts to the New School.

New institutions will require an official transcript. Once you are certain all grades have posted to your transcript, **order an official transcript**. Students transferring to a Minnesota State college or University and have completed their liberal education requirements (area &, theme), may have their transcript certified to reflect they have met the [Minnesota Transfer Curriculum](#) (MnTC). Contact One Stop Student Services to request the notation be added to the transcript.

Reason Why Student Is Withdrawing (Required):

Signatures Required:

1. Student: _____ Date _____

2. Coach: _____ Date _____

3. **Return the form to One Stop Student Services to be withdrawn from all classes; an email will be sent when the form has been processed.**

Processed by: _____ Date: _____