

Complete Withdrawal Form

Instructions: Use this form to completely withdraw from all of your classes for the term. You must complete both pages and return this form to the Registrar's Office.

Do not use this form to drop your classes before the semester begins. You may log into your CAMS student portal (student.utsouthern.edu) and drop them through the Registration window.

Complete Withdrawal Policy:

- This form is a request to withdraw from all classes at UT Southern for the term indicated.
- Eligible students who plan to return to UT Southern must reapply for admission and pay the applicable fees by the admission deadline when they are ready to return.
- Any outstanding financial obligations after the complete withdrawal has been processed will be noted on the student account, which will prevent future registration, revocation of all rights and privileges which were conferred by registration or enrollment, and denial of transcripts, diplomas, and other entitlements. Contact the Business Office (2nd floor, Colonial Hall) to discuss your situation.
- The effective date used to process this form is the date the Registrar's Office (2nd floor, Colonial Hall) receives the completed form and must match the date the form is signed by the student.
- Students are responsible for knowing and understanding the refund schedule for withdrawals prior to submitting this form. This information can be found in the catalog and on the UT Southern website.
- Depending on when you withdraw, you may be required to pay back all or part your financial aid for the term. Withdrawing may also make you ineligible for aid in future terms, even at other institutions. Contact the Financial Aid office (1st floor, Colonial Hall) to discuss your situation.
- The Registrar's Office will contact each of your professors to assign a withdrawal grade (W, WP, or WF) depending on your performance in the class and the date of your withdrawal.
- If your cumulative GPA is less than a 2.0, you may not be eligible to return to UT Southern.
- If you live in campus housing, you will need to contact your Resident Director to properly check out of your room. For more information contact your Resident Director or the Director of Residential Life (2nd floor, Campus Life House).

Forms which are not signed or are backdated will not be accepted by the Registrar's Office.



Complete Withdrawal Form

Please Type or Print.

Student Name: _____ ID: _____
Last name First Name Middle Name

Home Address: _____ Phone: (____)____-_____
Street, City, State, ZIP

Home E-mail: _____

Semester: Fall Spring Summer Year: _____

Reason for Withdrawal:

- Medical Church Service Academic Difficulties
- Family Responsibilities Financial Difficulties Military Service
- Transferring schools (please list school): _____
- Other (please explain): _____

Are you a veteran? Yes No Do you live in a Residence Hall? Yes No

COURSES:

COURSE	SECTION	INSTRUCTOR	CREDIT HOURS	(W/WP/WF)

By signing, you acknowledge having read and understood the Complete Withdrawal Policy and certify that all information is correct.

Student's Signature: _____ Date: _____

Financial Aid Signature: _____ Date: _____

Business Office Signature: _____ Date: _____

Campus Life/Enrollment Signature: _____ Date: _____

**Only residential students need Campus Life/Enrollment signature.

Student Success Signature: _____ Date: _____

Registrar's Office Signature: _____ Date: _____