

Total Withdrawal Checklist

Withdrawal PRIOR to the semester deadline:

1. Carefully review all aspects and implications of the total university withdrawal with a representative from the Office of the Dean of your college and/or the Office of the Student Advocate.
2. If you receive financial aid, including loans, contact the Office of Student Billing (Bursar) (724-357-2207) to discuss the impact of total university withdrawal on your bill for the semester.
3. Contact the Office of Financial Aid (724-357-2218) to discuss the impact of your withdrawal on next semester, or any future semesters.
4. Veterans or students using military benefits **must** contact the Military and Veterans Resource Center (724-357-3008) to discuss implications of withdrawing.
5. International students **must** meet with their International Student Advisor to discuss implications of withdrawing.
6. Process a "Total University Withdrawal" by logging into MyIUP and selecting the option for withdrawing under the Academics tab. After responding to a brief exit questionnaire, you will be able to "web withdraw" from all your courses.
7. If you have on-campus housing you **must** contact the Office of Housing, Residential Living, and Dining (724-357-2696) immediately to arrange a time to officially check out of your room and return all keys.

Please note, students who have a hold on their account are unable to withdraw via MyIUP and must secure a Total University Withdrawal Form from the Office of the Student Advocate, 202 Stabley Library.

Withdrawal AFTER the established semester deadline:

1. Carefully review all aspects and implications of the total university withdrawal with a representative from the Office of the Dean of your college and/or the Office of the Student Advocate
2. You **MUST** meet with a designee of your Dean's Office to complete the Total University Withdrawal Form. Approval of the waiver is contingent upon documentation of catastrophic circumstances preventing you from completing the semester/term.
3. If you receive financial aid, including loans, contact the Office of Student Billing (Bursar) (724-357-2207) to discuss the impact of total university withdrawal on your bill for the semester.
4. Contact the Office of Financial Aid (724-357-2218) to discuss the impact of your withdrawal on next semester, or any future semesters.
5. Veterans or students using military benefits **must** contact the Military and Veterans Resource Center (724-357-3008) to discuss implications of withdrawing.
6. International students **must** meet with their International Student Advisor to discuss implications of withdrawing.
7. If you have on-campus housing you **must** contact the Office of Housing, Residential Living, and Dining (724-357-2696) immediately to arrange a time to officially check out of your room and return all keys.

Please note, students who have a hold on their account are unable to withdraw via MyIUP and must secure a Total University Withdrawal Form from the Office of the Student Advocate, 202 Stabley Library.