

Total University 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 the Bursar to discuss the impact of total university withdrawal on your bill for the semester.
3. Contact the Office of Financial Aid 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 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 immediately to arrange a time to officially check out of your room and return all keys.

Students advised by the Department of Developmental Studies **OR** who have a hold on their account, rather than withdrawing via MyIUP, must secure a Total University Withdrawal Form from the Office of the Student Advocate. Follow steps 1 – 2 - 3 above once form is completed.

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 the Bursar to discuss the impact of a total university withdrawal on your bill for the semester.
4. Contact the Office of Financial Aid 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 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 immediately to arrange a time to officially check out of your room and return all keys.

Students advised by the Department of Developmental Studies **OR** who have a hold on their account, rather than withdrawing via MyIUP, must secure a Total University Withdrawal Form from the Office of the Student Advocate. Follow steps 1 – 2 - 3 above to complete withdrawal.

IUP Total University Withdrawal Form

Withdrawing from IUP is a serious decision. Consultation with the Office of the Dean of your college is required when completing a Total University Withdrawal after the established deadline. Students receiving financial aid must speak with the Office of Financial Aid to discuss the implications of withdrawing from the semester.

Any undergraduate student who needs to withdraw from the university after the established deadline must request approval through the Office of the Dean of his or her college by using this Total University Withdrawal Form.

Please complete the following information and submit it to the Office of the Dean of your college.

Student ID @ _____ Phone # _____

Name _____

Local Address _____

Home Address _____

IUP Email address _____ Off-Campus Email Address _____

Academic College ___ BU ___ ED ___ FA ___ HHS ___ HSS ___ NSM

Major _____ Advisor _____

Select one – ___ First Year ___ Sophomore ___ Junior ___ Senior ___ Graduate

Semester of Withdrawal _____

Withdrawal Date _____ *(Date of last official class attendance or participation)*

Please indicate the most important reason for withdrawing from IUP and provide additional information in the comment section below. (Check only ONE box)

<input type="checkbox"/> Academic difficulties	<input type="checkbox"/> Dissatisfied with curriculum
<input type="checkbox"/> Financial difficulties	<input type="checkbox"/> Dissatisfied with teaching/advising
<input type="checkbox"/> Personal or family situation	<input type="checkbox"/> Dissatisfied with campus services
<input type="checkbox"/> Health/Medical situation	<input type="checkbox"/> Dissatisfied with the campus life
<input type="checkbox"/> Distance from home	<input type="checkbox"/> Dissatisfied with the community
<input type="checkbox"/> Employment	<input type="checkbox"/> Program/Major seeking not available
<input type="checkbox"/> Military Service *	
<i>*Withdrawal due to Military Service requires a copy of Military Orders be provided</i>	

Comments _____

SIGNATURE AND APPROVAL REQUIRED FOR TOTAL UNIVERSITY WITHDRAWAL TO BE PROCESSED

Student's Signature _____ Date _____

Dean's Office Signature _____ Date _____

Submit to the Office of the Student Advocate at asc-inquiry@iup.edu

Distribution List– Registrar, College Dean, Department Chair, Academic Advisor, Bursar, Financial Aid

Additionally: Office of International Education, Military and Veterans Resource Center, and the Office of Housing and Residential Living and Dining (when appropriate)