

THINGS YOU SHOULD KNOW WHEN WITHDRAWING

We regret that circumstances are such that you must withdraw from a semester. The following information will assist you in the process of withdrawal. Please remember that personal counseling and guidance are available. If you wish this type of assistance, please inform the secretary in the Student Affairs Office, Third Level, Culp Center (439-4210).

Before Withdrawing:

Be sure you talk with an academic advisor to determine any academic consequences of your withdrawal, particularly course sequencing problems.

Recognize that the withdrawal process cancels your entire schedule of classes. IT IS NOT THE APPROPRIATE PROCESS TO DROP PART OF YOUR SCHEDULE. It may be wise to consider the option of dropping a portion of your classes rather than withdrawing entirely. In order to drop a portion of your classes after the drop deadline (the end of the eighth week of classes), you must provide documentation of your extenuating circumstances to your academic dean. A late drop petition is available in your academic dean's office.

If you live in university housing, check in Dossett Hall, room 108 or phone 439-4446 to complete a housing withdrawal form and to verify the status of your contract.

If you receive any financial aid, check in Dossett Hall, room 105 or phone 439-4300. Your withdrawal will affect your financial aid eligibility.

Withdrawal Process:

To officially withdraw from a semester or term, you must complete a Request for Withdrawal Form available in the Registrar's Office, room 101, Dossett Hall.

Be sure to retain the student copy of the withdrawal for your records.

All requests for withdrawal from a semester or term must be received in the Registrar's Office no later than 4:30 p.m. two days before the last day of classes of any academic term.

Refund Policies:

The policies below reflect the state-approved policies for students not receiving Title IV aid.

The official refund policy is outlined in the university catalog. In general, your refund will be calculated as follows:

1. If you withdraw before the first official day of the term, you will receive a refund of 100% of tuition and fees charged for the term.
2. If you withdraw between the first official day of the term and the 14th calendar day of the term (or a proportionate period for short terms) as stated in the official calendar, you will receive a refund of 75% of refundable tuition and fees charged. (Does not reflect Deferred Plan Policy.)
3. You will receive a refund of 25% of refundable tuition and fees if you withdraw after the 75% refund period and prior to one-fourth (25%) of the time covered by the term. This date is also listed in the official calendar. No refund will be made after this date.
4. 100% of fees will be refunded for classes canceled by the institution.
5. Refunds of residence hall rent will be prorated on a weekly calendar basis if you have been forced to withdraw because of personal medical reasons confirmed in writing by a licensed physician or at the request

of the institution for other than disciplinary reasons. In all other cases, the refund will be subjected to the 75/25 percent amounts as stated above.

It will take approximately two (2) weeks to process your refund.

If you do not agree with the amount of your refund, you may file a written appeal to the Refund Appeals Committee. These forms are available in the Bursar's Office, room 202, Dossett Hall.

If you have a meal plan contract with ARAMARK, you may want to apply for a refund. Notify ARA Campus Dining Service, upper level of the Culp University Center (439-4389), of your withdrawal. Take them a copy of your withdrawal form as well as your student identification card. Refund procedures listed above mirror those of the university as a whole.

Your Grades:

If you withdraw prior to class or through the last day to drop without a grade of "W," your transcript will not show "W's." If you withdraw after the last day to drop without a grade of "W," your transcript will show "W's" in all courses. Withdrawals from the university after the eighth week will be recorded with "W" or "WF" at the discretion of the instructor. "w" and "WF" DO NOT IMPACT YOUR GRADE POINT AVERAGE. A "W" stands for withdrawal, a "WF" represents a failing grade at the point of withdrawal. The courses in which you are enrolled will appear on your transcript with "W's" or "WF's" in the grade column with your withdrawal noted. Your grade point average will remain unchanged.

Will I be able to return?

Your withdrawal does not mean you cannot return to ETSU.

If you return to ETSU the following semester, you simply need to register for your new classes. If you have pre-registered for the next semester, this withdrawal DOES NOT affect that schedule.

If you return to ETSU after being out one or more semesters, you must apply for readmission in the Admissions Office, room 106 Dossett Hall or if you are a Graduate Student in the Graduate Studies Office in room 309, Dossett Hall. Your actual withdrawal should not negatively affect this process.

Any questions related to reentry should be directed to a counselor in the Admissions Office, room 106, Dossett Hall (439-4213) or the Graduate Office, room 309 (439-4218), as soon as you have identified your reentry date.

Request for Withdrawal

East Tennessee State University

Student Name: Last _____ First _____ Middle Init. _____

Student ID Number _____

Email Address: _____

Street Address _____

City, State & Zip _____

Phone: _____

Are you a Graduate Student? _____ Yes _____ No

(If Yes, please go to 309 Dossett Hall to speak with a program specialist before submitting this form in Records.)

Program Specialist Initials: _____

I wish to withdraw from the terms (s) circled:

Fall Spring Summer

Year: _____

Reason: _____

Student's Signature _____

Date: _____

This form will successfully withdraw you from all of your classes. If you are receiving services or financial assistance from any of the following offices: ID BUCS; FINANCIAL AID; GRAD SCHOOL; HOUSING; SCHOLARSHIP or VETERANS AFFAIRS— you are strongly encouraged to contact them regarding the consequences of this withdrawal.