

## 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 contact the Student Affairs Office, Third Level, Culp Center (423-439-4210).

### Before Withdrawing:

- Be sure you talk with your 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 or online at <https://www.etsu.edu/reg/forms.php>.
- If you live in university housing, contact Housing in 108 Dossett Hall or 423-439-4446 to complete a housing withdrawal form and to verify the status of your contract.
- If you receive any financial aid (including Lottery Scholarship), contact Financial Aid in 105 Dossett Hall or 423-439-4300. Your withdrawal will affect your financial aid eligibility including future eligibility for the Lottery Scholarship.

### Withdrawal Process:

- To officially withdraw from a semester or term, you must complete a Request for Withdrawal Form and return it to the Registrar's Office, room 101, Dossett Hall or fax it to 423-439-6604.
- 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.
- If you are requesting any refunds for fees, you must also complete the Withdrawal Appeals form located at <http://www.etsu.edu/reg/forms.aspx>. Appropriate documentation is required with this form.

### 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 Undergraduate Admissions Office, 106 Dossett Hall (423-439-4213) or the Graduate Office, 309 Dossett Hall (423-439-4221), 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 to speak with a program specialist before submitting this form in Records.)

Program Specialist Initials: \_\_\_\_\_

I wish to withdraw from the term(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 aid assistance from any of the following offices: ID BUCS, FINANCIAL AID, GRAD SCHOOL, HOUSING, SCHOLARSHIPS, or VETERANS AFFAIRS, you are strongly encouraged to contact them regarding the consequences of this withdrawal.