

THINGS YOU SHOULD KNOW WHEN WITHDRAWING

**Due to current events we will be accepting this form via email.
Please print out this form, take a picture of it and email it to records@etsu.edu.**

If you are not able to print out this form or if you are not able to take a picture of the form please send an email from your ETSU email address to records@etsu.edu with the information required on the form in the body of your email.

We regret that circumstances are such that you must withdraw from a semester. The following information will assist you in the process of withdrawal.

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 beginning 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 <http://www.etsu.edu/reg/forms.php>.
- If you live in university housing, contact Housing, Burgin Dossett Hall - Room 108, 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, Burgin Dossett Hall - Room 105 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 Record's Office, Burgin Dossett Hall - Room 101, email registra@etsu.edu, or fax 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 Request for Tuition Refund form located at https://www.etsu.edu/bf/bursar/tuitioninfo/fee_adj_refund_policy.php. 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," the courses will simply be removed from your transcript. If you withdraw after the last day to drop without a grade of "W," your transcript will show "W's" in all courses. A "W" stands for withdrawal. "W's" DO NOT IMPACT YOUR GRADE POINT AVERAGE. The courses in which you are enrolled will appear on your transcript with "W'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, Burgin Dossett Hall - Room 106, or, if you are a Graduate Student, in the Graduate Studies Office, Burgin Dossett Hall - Room 309. 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, Burgin Dossett Hall - Room 106, 423-439-4213 or the Graduate Office, Burgin Dossett Hall - Room 309, 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 to the Records Office.)

Program Specialist Initials: _____

Are you a Student Athlete? _____ Yes _____ No
(If yes, please speak with an Athletics Advisor before submitting this form to the Records Office.)

Athletic Advisor Initials: _____

Are you receiving Veterans educational benefits? _____ Yes _____ No
(If yes, please speak with the ETSU Veterans Affairs Office before submitting this form to the Records Office.)

VA Office 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, ATHLETICS or VETERANS AFFAIRS, you are strongly encouraged to contact them regarding the consequences of this withdrawal.