



Checklist for Withdrawing from all Courses Mid-Semester

Withdrawing from the University is defined as canceling all classes, completing other financial and administrative responsibilities, and ending participation in the University community. The following steps must be taken to complete the process and ensure your withdrawal addresses academic and financial responsibilities with the University, and to provide the most flexibility for your future educational options.

Academic Success Center 218-477-4318 (Flora Frick 154)

Meet with the Academic Success Center to discuss any alternatives to withdrawing and/or considerations before completely withdrawing from the University

The following are examples of things that may be discussed during the meeting:

- Have you spoke with your instructor regarding your situation. Is it possible to make up the work or take an Incomplete in the course?
- Are you able to pass some of your courses? Could you withdraw from some rather than all of your courses?
- Have you utilized campus resources such as tutoring to help improve your grade?
- There may be implications to your academic standing. Withdrawing from courses may result in an Academic Warning status or Academic Suspension.
- Staff will review how to withdraw on eServices.

Contact: _____

Financial Aid 218-477-2251 (Owens Hall 210)

Your last date of enrollment determines whether you are required to repay any amount of financial aid you received and impacts pending financial aid disbursements. Withdrawing on or before the 22nd day of the semester will reduce Pell and SEOG payments made to eligible students. When a student withdraws from all semester courses, federal regulations mandate the calculation of the amount a student is able to retain, made by Business Services, for the semester, if any, and any amount required to be repaid based on the number of days enrolled for the semester

Complete Direct Loan exit loan counseling at www.studentloans.gov (if you have borrowed through the Federal Direct Loan program)

Complete Perkins Loan exit loan counseling (if awarded). The website link will be mailed from ECSI/Heartland
Withdrawing may impact future financial aid eligibility, if you fall below the standards required to maintain satisfactory academic progress: (<https://www.mnstate.edu/academics/support/asc/satisfactory-academic-progress/>)

Review your student account in eServices approximately one month after leaving MSUM for any adjustments to previously disbursed financial aid required due to withdrawing

Contact the Office if you are returning in the future for instructions on restarting your financial aid

Contact: _____

Business Services 218-477-2221 (Owens Hall 106)

Pay any outstanding bills to the University either on line or at Business Services.

** If you received financial aid, a calculation may be required to determine if your eligibility affected and whether any aid you received needs to be paid back by you. Business Services will mail a letter stating the financial aid that was forfeited and the amount due back to Minnesota State University Moorhead.*

Contact: _____

Housing 218-477-2118 (South Snarr 101)

Visit <https://www.mnstate.edu/student-life/housing/myhousing/> to submit an Approved Release of Contract form

Make an appointment with an RA to check out of your room

View the Moving Out Procedures at <https://www.mnstate.edu/student-life/housing/myhousing/moving/out/>If you are in a Learning Community, send an email to Housing (housing@mnstate.edu), notifying the office of your departure from MSUM. Also, make an appointment with your Dragon Mentor to let them know when you'll be leaving

Return keys to the RA at your check out appointment

Contact: _____

Miscellaneous Items

Return library books

Return any academic materials belonging to the University, such as laboratory materials or technology equipment.

Return rented textbooks to the Bookstore, Maclean 176. You will be charged for rented textbooks that are not returned

If you are a student-athlete, notify the Assistant Athletic Director for Compliance & Student Service (218-477-2963)

Return non-housing related campus keys to Public Safety (218-477-2925)

If you are employed on campus, contact your supervisor and indicate you are no longer available for work because you have withdrawn from the University

International students must talk to International Student Services to maintain their immigration. If not, students will be in violation of U.S Immigration regulations

If you have a parking pass, contact Public Safety (218.477.2449) to inquire on if you are eligible for a refund.

If you are withdrawing for military reasons please contact Gail Schmidt, Records Office, at 218-477-5941 or schmidga@mnstate.edu

Registrar's Office 218-477-2565 (Owens Hall 104)

If you intend to transfer, did you apply to the school and order an official transcript?

To order an official transcript: <http://www.mnstate.edu/records/transcripts.aspx> (All holds must be cleared before transcripts are released)

Contact: _____

Official Withdrawal

After going through these steps you may withdraw from your courses on eServices and complete the Withdrawal Survey.

** To withdraw from First Year Experience (FYE) contact the Records Office at 218-477-2565. If you do not contact them for assistance in withdrawing from the course you may receive a failing grade and have to pay for the course.*