

Withdrawal From All Classes

USI Office of the Registrar
Orr Center, Room 1075 Phone 812/464-1762

STUDENTS DO NOT WRITE IN THIS AREA	
PERCENTAGE OF REFUND	
PROCESSED BY	DATE
MAJOR	

Student ID Number: _____

Name (Last, First, MI): _____

Semester of withdrawal: Fall _____ Spring _____ Summer _____
Year Year Year

Reason for withdrawal: _____

GRADING: Students who complete the withdrawal process beginning the second week of the semester through the ninth week (summer classes: through the third week) will receive a grade of W. Students who complete the withdrawal process during the 10th week of the semester through the last day of classes before final exam week (summer classes: the third week through the last day of class before the final exam) will receive a grade of W if passing at the time of withdrawal. However, if failing at the time of withdrawal, students will receive a grade of F. If you are unsure of your standing, contact your instructor(s). NOTE: special length courses have different dates; contact the Registrar's Office for these dates.

FINANCIAL AID: If you are receiving financial aid, you must go to the Student Financial Assistance Office to meet with your counselor. Your counselor will advise you of any steps you need to take regarding your financial aid (Orr Center, first floor main lobby). **If you do not know how a withdrawal from all classes will impact your financial aid status, meet with your counselor before submitting this Withdrawal From All Classes form.**

There are several additional steps you may need to take to ensure that you will not incur further charges for tuition, housing, or meal plans. A list of the most common steps is found below. **This Withdrawal From All Classes form should be submitted to the Registrar's Office as soon as possible; additional steps may be completed after the withdrawal is processed.**

<p>I have read the GRADING and FINANCIAL AID statements above. I am aware of the Withdrawal Checklist (below) and of any additional steps I may need to take. Student signature _____ Date _____</p>
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Withdrawal Checklist

- It is important that USI has your correct address on file.** Address changes can be made in the Registrar's Office or online at www.usieagles.org. NOTE: this is not the same as completing a change of address for mail in the Housing and Residence Life office.
- Do you live in University housing?** You must contact the Department of Housing and Residence Life in order to conduct the proper check out procedures. Visit the Housing and Residence Life web site at www.usi.edu/res/index.asp for details. Improper checkout can lead to additional charges on your account (O'Daniel North Apartment area).
- Do you have a meal plan?** You must contact the Office of Food Services to cancel your plan (University Center, Room 119).
- Do you owe money to USI such as book loans, phone bill, library fines, or parking tickets?** You must contact the Cashier's Office to settle your account balance. If you owe money, you will not be able to register for classes, obtain transcripts, or use other University services until you pay your bill (Orr Center, lower level).
- Do you want to return your books?** The bookstore will not accept returns without a receipt (University Center West, first floor). After the 10th day of the term (summers: third day), refunds also require a processed drop form stamped by the Registrar's Office.
- Are you a student worker?** Please be sure to contact the Office of Human Resources; the office will need a current address to send your W2 forms (Forum Wing of the Wright Administration Building, Room 166).

Do you plan on returning to USI? While students leave the University for various reasons, many return the next semester or the following year. If, at any point, you decide to return to USI, we welcome your return and will help you achieve your educational goals. If you have questions about undergraduate readmission, please contact the Registrar's Office. Questions regarding graduate readmission should be directed to the Office of Graduate Studies (Wright Administration Building, Room 104M).

ADDITIONAL CONTACT INFORMATION

Office	Phone	Fax	Online information
Cashier's Office	812/464-1842	812/464-1958	www.usi.edu/busoff
Bookstore	812/464-1717	812/464-2467	www.usi.edu/book
Food Services	812/464-1859	812/465-1077	www.usi.edu/food
Graduate Studies	812/465-7015	812/464-1956	www.usi.edu/gradstud
Human Resources	812/464-1815	812/465-1185	www.usi.edu/hr
Registrar	812/464-1762	812/464-1911	www.usi.edu/reg
Housing and Residence Life	812/468-2000	812/465-1049	www.usi.edu/res
Student Financial Assistance	812/464-1767	812/461-5305	www.usi.edu/finaid

