

IOWA STATE UNIVERSITY

Office of the Registrar, Tuition and Fees
10 Enrollment Services Center, Phone: 515-294-2331

Request for Withdrawal

Per the student's request, the "Request for Withdrawal" form is initiated and submitted by the student's college office to the Office of the Registrar. The student is withdrawn from all courses based on the withdrawal date on the form, and tuition and fees are adjusted, if appropriate according to established policies approved by the Board of Regents, State of Iowa.

Iowa State University requests withdrawal information for the purpose of updating university records. No persons outside the university are routinely provided this information except for directory information as defined in the Courses and Programs Catalog <http://catalog.iastate.edu/>. This withdrawal cannot be processed until all information is provided.

Please type or use blue or black pen only.

Issue Date _____ Term/Year _____ Withdrawal Date* _____
*Tuition adjustment, if applicable, is based on withdrawal date.

Student Name _____
Last, First, Middle
Student ID No. _____ Curriculum/Major _____ Preferred Phone Number _____

Permanent Mailing Address _____
Street
_____ City, State or Country, Zip Code
Do you plan to return to ISU? No Yes
If yes, which term? _____

Reason for Withdrawal _____

***Are you an international student? No Yes
***Approval is required from the International Student and Scholar Office (ISSO) before withdrawals can be processed for international students.

**Have you completed a partial term course? No Yes
**If yes, this course will remain on your permanent record. If you do not want this course to remain on your permanent record, you must contact your adviser to have it removed.

Advisers: make sure an international student has contacted ISSO prior to withdrawal process.

Print ISSO adviser name _____ I have / have not (circle one) met with the student (ISSO adviser signature) _____

Student or Authorized Representative _____ Date _____

Adviser _____ Date _____

College Student Services Office _____ Date _____

Space below for Office of the Registrar use only. Entry Date _____ Type _____ Resid. Code _____ Ethnic Code _____ P code off _____

Withdrawal

Students who decide not to attend classes beginning the first day of class or later, must process a withdrawal form. Per the student's request, the "Request for Withdrawal" form is initiated and submitted by the College office to the Office of the Registrar. The student is withdrawn from all courses based on the withdrawal date on the form, and tuition and fees are adjusted, if appropriate according to established policies approved by the Board of Regents, State of Iowa. See www.registrar.iastate.edu/fees/tuition-adj. Courses taken during the term of withdrawal will not be included on the permanent record nor counted as part of the drop allowance. Half semester courses completed prior to withdrawal will be included on their permanent record. Incompletes will not be accepted for any courses taken during the term the student withdraws.

International students are required by law to have the approval of one of the international student advisers (Designated School Officials) in the International Students and Scholars Office (ISSO) before a withdrawal from Iowa State University can be processed. An international student is required to leave the U.S. within 15 days after withdrawing from Iowa State University. The ISSO office completes an ISSO form, notifies the Federal data base for exchange visitors (SEVIS), and assists the international student with departure plans.

Withdrawal Procedures

Withdrawal procedures must be followed otherwise instructors of the courses involved will assign grades or marks they consider appropriate. Since these grades may be Fs, students are warned that **failure to follow the prescribed withdrawal procedures may adversely affect a later application for reentry or transfer to another institution.** Students who are considering withdrawal from the university should immediately consult their academic adviser to discuss reasons for the withdrawal and alternatives.

A request for withdrawal during period 3, (i.e., after the last day to drop a course without extenuating circumstances) will not be approved except for circumstances that are beyond the student's control. The dean of the student's college or his or her designee, must approve such requests. Students should check with their college office to find out who is authorized to grant approvals or exceptions on behalf of the dean. The effective date of the withdrawal is the date on which it is approved by the college dean, or his or her designee.

Students should not expect to withdraw during or after the final examination week. In a situation beyond a student's control, when examinations cannot be completed, arrangements should be made for incompletes rather than withdrawal during final exam week. Students who are on academic probation (P) and withdraw during period 3 will not be permitted to enroll the following term, except under extenuating circumstances.

To withdraw from the university, students must do the following: Complete a Request for Withdrawal form, downloaded from the Registrar forms web site at www.registrar.iastate.edu/forms

1. International students only: consult with the International Student and Scholar Office (ISSO) as required by federal law.
2. All students: consult with your academic adviser and obtain the adviser's signature.
3. Obtain the signature of the college in which you are enrolled.
4. Make a copy of your withdrawal form.
5. Contact the following offices, if applicable:
 - a. Financial Aid
 - b. Receivables (accounts and loans)
 - c. Residence Halls (check out)
 - d. Multicultural Student Affairs
 - e. Athletic Department (equipment return)
 - f. Library (books returned)
 - g. Parking Systems Office (return pass)
 - h. Registrar's Office (veterans certifying officials)