Withdrawal for Students
SOAR 9.2

Withdrawing from the University
Navigation: Student Homepage > Courses and Enrollment

Click on the Courses and Enrollment Tile from the Student Homepage.

1. Click the Drop a Class link.

2. Select the term for which you want to drop classes and click Continue.

3. Click on the Drop ALL Classes (Withdrawing) button.
4. Click Yes to Drop ALL Classes (Withdrawing).

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Message
You have checked to Drop ALL your classes which is WITHDRAWING from the University (20003,3)
Do you wish to continue? Yes/No

Yes [ ] No [ ]
```

5. Select the term for which you want to drop classes and click Continue

```
Cancellation or Withdrawal Process
for a single semester
Cancel/Withdraw Term Selection
Emp ID: M10100

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
<th>U</th>
<th>F</th>
<th>S</th>
<th>Fall 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2K90</td>
<td>Summer 2019-2020</td>
<td>Undergrad</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-0920</td>
<td>Fall 2019-2020</td>
<td>Undergrad</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is a list of Semesters you are enrolled in. If the semester you wish to cancel or withdraw does not appear, please contact the Registrar's Office at 601-843-3506.
Select a semester then press the Continue button.
You must continue through each page to the FINISH button in order for your request to be submitted.
```

6. Read the message then Click Continue

```
Message
This process will drop ALL of your classes ONLY for the semester you specify.
This is NOT to be used to change your schedule for the semester. If you wish to adjust your classes for the semester, click CANCEL below and go to the Student Center to select add, drop or swap individual courses PRIOR to the published deadlines.
```

```
Cancellation or Withdrawal Process
for a single semester
This process will drop ALL of your classes ONLY for the semester you specify.
This is NOT to be used to change your schedule for the semester. If you wish to adjust your classes for the semester, click CANCEL below and go to the Student Center to select add, drop or swap individual courses PRIOR to the published deadlines.

You are attempting to Withdraw from ALL of your classes for the current semester.
Registration: 6/07/2020 and Deadline: 7/07/2020
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Cancel [ ] Continue [ ]
```

7. Read the message, then Click the right arrow ➤ to proceed.

Cancellation or Withdrawal Policy

Academic cancellations or withdrawals are for the semester specified only and do not include future terms.

You must complete each panel and submit the request to be considered for an academic cancellation or withdrawal. If you submit the withdrawal request, you lose the possibility of remaining enrolled for the remainder of the term. You must receive clearance from all colleges/units and from the Office of Student Financial Services before you can withdraw. You are responsible for all academic and financial obligations. Please review the following panels carefully for complete instructions.

The semester cancellation/withdrawal process goes through University-governed procedures and could take several business days to complete. You will receive an notice to your Eagles email account once you submit the initial request and a final decision is made. If approved, the request will be dated from the date of your request.

If you are withdrawing to attend another institution with plans to return to USM, you should confer with your advisor to ensure transfer to the new institution is accepted. Transfer grades do not replace USM grades and are not averaged in the USM cumulative grade point average.

If you are withdrawing for medical reasons, you must (1) submit the withdrawal request and (2) provide a letter of explanation along with medical documentation from your physician to the Office of Student Services in UM221 or fax (601) 266-6025 for additional information, call (601) 266-4025.

All information provided during this process will be made available to the appropriate University personnel in order to properly consider and process the request.

Continue to read each message presented, and Click the right arrow ➤ to proceed.

8. Complete the USM Withdrawing Students Survey, and click Submit Request at the page bottom.

The withdrawal process requires school and college review before the request can be processed and takes 14-21 business days to be completed. You will receive additional emails after each step of the review/approval process. The withdrawal will be effective the date that you successfully submitted the withdrawal request.

9. Click the Yes option to withdraw, enter a phone number if applicable, then click Continue.

10. Complete the USM Withdrawing Students Survey, and click Submit Request at the page bottom.

USM Withdrawing Students Survey  

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