

# 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 The student is withdrawn from all courses based on the withdrawal date on the form, and tuition and fees are adjusted, if appropriate according to established policies approved by the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](http://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](http://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)