

EHD Guide:

Withdrawal From All Classes and/or Program of Enrollment

Before You Start

- If you plan to re-enroll in the following academic semester, then you **MUST** complete this process prior to 10 class days preceding the Final Exam period.
Academic Calendar including exam period can be found [here](#).
- Otherwise, you may withdraw from a current semester or from future enrollment in a program through the last day of exams during this semester.
- Prior to starting the Withdrawal process, you must request permission by touching base with your school dean's office and program contacts. Follow this guidance to do so:
 - If you are a student in an undergraduate degree program you **must** contact the School of Education and Human Development [Student Affairs team](#) to let them know you are requesting a leave/withdrawal prior to submitting the Leaving the University form.
 - If you are a student in a graduate **on Grounds** degree program you **must** contact the School of Education and Human Development [Student Affairs team](#) to let them know you are requesting a leave/withdrawal prior to submitting the Leaving the University form.
 - If you are a graduate student in an Online degree program OR a professional learner in a non-degree seeking program, you must contact your degree program coordinator or your assigned advisor prior to submitting the Leaving the University Form.
- You should read the policies and information about withdrawals and returns to the university in the [Undergraduate and Graduate Records](#) prior to proceeding.
- If you are withdrawing from the semester for medical reasons, there are additional timelines and requirements to consider that are described [here](#).

After consulting with the appropriate individuals, and reading the linked resources, use the following steps to submit your request to Withdraw:

How To

To withdraw from your program of enrollment temporarily or permanently during an ongoing semester, you need to use the “*Leaving the University*” eForm in your SIS profile.

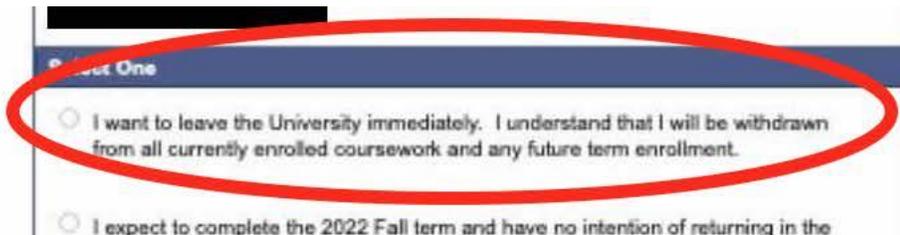
1. Log into SIS.
2. From the Dashboard page, select “eForms” from the side bar menu on the left. You might need to scroll down; it is the last option on that menu.



3. Select the form titled "Leaving the University (Leaves, Withdrawals, and Transfers).
4. Complete the form taking note of these **important guidelines**:

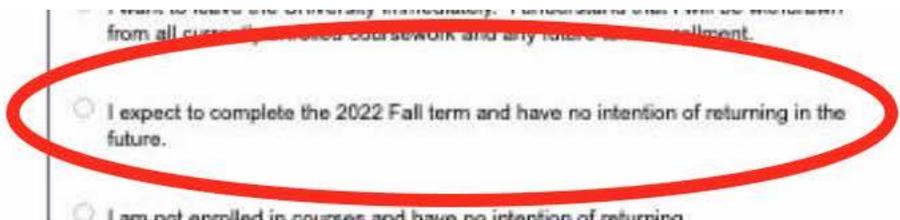
Selecting the correct options:

- If you are withdrawing **effective immediately** and would like to be **withdrawn from all your currently enrolled classes**, you **MUST** select the option that says *"I want to leave the University immediately. I understand that I will be withdrawn from all currently enrolled coursework and any future term enrollment."* **This is the only option that will ensure you are dropped from your currently enrolled course.**
Don't worry about how it's worded, you may return and enroll for any future term provided you submit to do so by the correct deadlines.



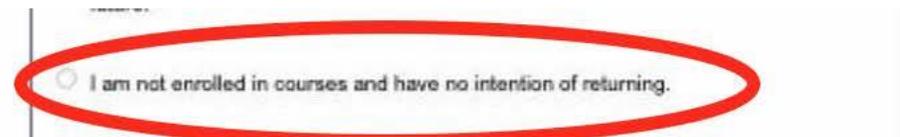
The screenshot shows a form with a blue header bar. Below the header, there are two radio button options. The first option is circled in red and reads: "I want to leave the University immediately. I understand that I will be withdrawn from all currently enrolled coursework and any future term enrollment." The second option is not circled and reads: "I expect to complete the 2022 Fall term and have no intention of returning in the..."

- If you are withdrawing from the program **AFTER the current term** and would like to **complete all your currently enrolled courses, and not enroll again in future semesters** you **MUST** select the option that says, *"I expect to complete the XXX term and have no intentions of returning in the future."*



The screenshot shows a form with two radio button options. The second option is circled in red and reads: "I expect to complete the 2022 Fall term and have no intention of returning in the future." The first option is not circled and reads: "I want to leave the University immediately. I understand that I will be withdrawn from all currently enrolled coursework and any future term enrollment."

- If you are withdrawing from the program and are not currently enrolled in any classes, you must select the option that says *"I am not enrolled in any courses and have no intention of returning."*



The screenshot shows a form with two radio button options. The first option is circled in red and reads: "I am not enrolled in courses and have no intention of returning." The second option is not circled and reads: "I expect to complete the 2022 Fall term and have no intention of returning in the future."

- You **must acknowledge "Yes"** where it says, *"I have contacted my School of Enrollment and the Office of the Dean of Students to inform them of my intent to leave the University"* provided you followed the instructions at the top about meeting with the appropriate party prior to submitting this form.

crime, excluding only minor traffic violations which do not involve bodily injury to others.

Yes **No** I have contacted my School of Enrollment and the Office of the Dean of Students to inform them of my intent to leave the University.

File Answer

5. Once you submit the form, it will route through the Office of the Dean of Students, then to the EHD Registrar, then finally to the University Registrar (UREG). You will receive a confirmation from the EHD Registrar when our team has received your form. Your SIS record will indicate you on leave or "canceled" for the semester selected.