

**Retroactive Withdrawal Form**

**Submission of this form initiates the request for a retroactive withdraw. This request is only active for the semester indicated and does not impact overall academic standing with the University. A separate form is required for each semester from which the student wishes to withdraw. Requests of semesters over one year will not be reviewed.** Please complete all requested information and return this form either by mail to: Office of the Registrar, Parsons Hall, Room 009, Indiana State University, Terre Haute, IN 47809; by fax to (812) 237-8039; or by secure upload at [indstate.edu/secureupload](http://indstate.edu/secureupload).

**Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ University ID # (991-XXX-XXX) \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Withdrawal Information****Withdrawal Term (Choose ONE)**

Fall  Spring  Summer

\_\_\_\_\_ Year

**Retroactive Withdraw Reason**

**(Only reasons listed below are applicable to non-current semester withdrawals)**

- Medical  
 Military  
 Non-Attendance

Please note that Medical, Military and Non-Attendance withdrawals, if approved, will be processed with an effective date based on documentation received. For Medical: records from medical provider; For Military: official orders; For Non Attendance: Confirmation from all instructors of non-attendance. Registration and Records will reach out to the instructors for Non- attendance.

**Note: Withdrawal requests from international students and student athletes will be routed through appropriate offices for approval prior to processing.**

**Terms and Conditions**

**Please read each item carefully and sign that you understand and accept the terms and conditions:**

Submission of this form authorizes an exchange of my relevant personal information on my behalf between pertinent University offices in order to complete the withdrawal process.

It is my responsibility to consult with the Office of Student Financial Aid to understand exactly how this withdrawal will affect my financial aid eligibility now and into the future, as well as my overall financial responsibility to Indiana State University.

Based on the effective date of my withdrawal, my academic fees will be adjusted according to ISU's published refund policy as approved by the Board of Trustees. The amount of my refund may be reduced by financial obligations at ISU or to other source(s) of financial aid. My account balance will be viewable through the MyISU Portal.

I have been provided with the "Withdrawal Important Information" document.

**I understand that if approved, I will be withdrawn from all of my classes for the requested term in which I was enrolled at ISU:**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_ Date Withdrawal Initiated

Received By \_\_\_\_\_ Date \_\_\_\_\_

Processed By \_\_\_\_\_ Date \_\_\_\_\_

## **Indiana State University Withdrawal Important Information**

**A separate Semester Withdrawal Authorization Form must be submitted for each term from which you wish to withdraw. Submission of that form withdraws you only from the semester indicated and does not impact your overall academic standing with Indiana State University.**

- The submission of any Semester Withdrawal Authorization Form authorizes the exchange of your relevant personal information on your behalf between pertinent University offices.
- If you are a financial aid recipient that withdraws after a term has started, federal and state regulations require that part of the funds received may be returned to the assistance program. The Office of Student Financial Aid will determine the amount, if any, of your aid to return to the appropriate program based on federal and state guidelines.
- Based on the effective date of your withdrawal, your academic fees will be adjusted according to ISU's published refund policy as approved by the Board of Trustees. The amount of your refund may be reduced by financial obligations at ISU or to other source(s) of financial aid. Your account balance will be viewable through your MyISU Portal. Your withdrawal does not absolve you from any outstanding financial obligations to the University.
- Your enrollment status as reported to the National Student Clearinghouse will be amended to reflect the effective withdrawal date. If you borrowed student loans while enrolled at ISU, this may cause you to enter your grace period and begin repayment of your loans. Federal loan borrowers who graduate or drop below halftime enrollment are required to complete Exit Counseling, an online session that provides details about repayment. Please visit <http://www.nslsds.ed.gov> to view your student loan summary and complete Exit Counseling.
- If you have a housing contract with Residential Life, it is your responsibility to cancel your contract. Residential Life can be reached at 812-237-3993.
- If you have a Graduate Assistantship, you should notify the awarding department of your withdrawal.
- If you are receiving Veteran Education Benefits, your certification with the US Department of Veteran Affairs will be terminated based on the effective withdrawal date. You should contact the VA Office at 1-888-442-4551 or go to <http://www.gbill.va.gov> with any questions regarding your education benefits.
- If you are an international student, your withdrawal will not be processed until approved by International Programs and Services consult with IPS at 812-237-2440.
- If you are a student athlete, your withdrawal will not be processed until approved by Athletic Academic Services consult with AAS at 812-237-7601.
- Beginning Fall 2015, no grades are assigned for processed withdrawals prior to the 7<sup>th</sup> day of fall or spring semester. For course(s) officially withdrawn between the 8<sup>th</sup> day and the last day to withdraw, the grade of "W" will be auto assigned. Grades of "W" are not included in the GPA calculation. Prior to Fall 2015, if you withdraw prior to 10 weeks into the standard academic term (fall/spring), there will be no grades assigned to your courses. After 10 weeks in a standard academic term you will be assigned grades of W (Withdraw). W grades are not calculated in your term or cumulative GPA. Specific deadline dates for withdrawals with no grades assigned are published each term in the Academic BLUEprint at: <https://catalog.indstate.edu/>
- You will remain an active student in the Indiana State University system for a two (2) year period from that last term you completed. You will need to be readmitted through the Office of Admissions only after two (2) calendar years have passed since the last term you completed at ISU. If two (2) years have not passed, you should be eligible to register during normal registration periods.