

Total University Withdrawal: Checklist

Withdrawal **PRIOR** to the semester deadline:

1. Carefully review all aspects and implications of the total university withdrawal with a representative from the Office of the [Dean of your college](#) and/or the [Office of the Student Advocate](#) located in 202 Stabley Library.
2. If you receive financial aid, including loans, contact the Office of the Bursar to discuss the impact of total university withdrawal on your bill for the semester.
3. Contact the Office of Financial Aid to discuss the impact of your withdrawal on next semester, or any future semesters.
4. Veterans or students using military benefits **must** contact the Military and Veterans Resource Center to discuss implications of withdrawing.
5. Process a "Total University Withdrawal" by logging into [MyIUP](#) and selecting the option for withdrawing under the Academics tab. After responding to a brief exit questionnaire, you will be able to "web withdraw" from all your courses.
6. If you have on-campus housing you **must** contact the Office of Housing, Residential Living, and Dining immediately to arrange a time to officially check out of your room and return all keys.

Students advised by the Department of Developmental Studies **OR** who have a hold on their account, rather than withdrawing via [MyIUP](#), must secure a Total University Withdrawal Form from the Office of the Student Advocate. Follow steps 1 – 2 - 3 above once form is completed.

Withdrawal **AFTER** the established semester deadline:

1. Carefully review all aspects and implications of the total university withdrawal with a representative from the Office of the [Dean of your college](#) and/or the [Office of the Student Advocate](#)
2. You **MUST** meet with a designee of your Dean's Office to complete the Total University Withdrawal Form. Approval of the waiver is contingent upon documentation of catastrophic circumstances preventing you from completing the semester/term.
3. If you receive financial aid, including loans, contact the Office of the Bursar to discuss the impact of a total university withdrawal on your bill for the semester.
4. Contact the Office of Financial Aid to discuss the impact of your withdrawal on next semester, or any future semesters.
5. Veterans or students using military benefits **must** contact the Military and Veterans Resource Center to discuss implications of withdrawing.
6. International students **must** meet with their International Student Advisor to discuss implications of withdrawing.
7. If you have on-campus housing you **must** contact the Office of Housing, Residential Living, and Dining immediately to arrange a time to officially check out of your room and return all keys.

Students advised by the Department of Developmental Studies **OR** who have a hold on their account, rather than withdrawing via [MyIUP](#), must secure a Total University Withdrawal Form from the Office of the Student Advocate. Follow steps 1 – 2 - 3 above to complete withdrawal.