Minnesota State University, Mankato

Complete Withdrawal from the University

Withdrawing from the University is defined as canceling all classes, completing other financial and administrative responsibilities, and ending participation in the University community. You may have many reasons for withdrawing including transferring to another institution, taking a break from school, addressing personal/medical/family issues or entering the workforce.

The following steps must be taken to complete the process and ensure your withdrawal addresses academic and financial responsibilities with the University, and to provide the most flexibility for your future educational options.

**Information, Assistance and Advising**

- Meet with your Student Relations Coordinator (SRC) or advisor in your college, or New Student & Family Programs (if undecided about your major) to discuss any alternatives to withdrawing and/or consideration relating to transferring or interrupting your education. For assistance in contacting an SRC or advisor go to [https://www.mnsu.edu/academics/advising/](https://www.mnsu.edu/academics/advising/)

**Official Withdrawal Form**

- After meeting with an advisor, drop your courses on e-services and complete a “Request for Withdrawal” form at the Campus Hub. This form will initiate a review of your financial obligations based on your withdrawal date. For more information about this process, go to [http://www.mnsu.edu/campushub/payments/withdrawalinfo/index.html](http://www.mnsu.edu/campushub/payments/withdrawalinfo/index.html)

**Academic Issues**

- Review information about the outcome of withdrawing at different times during the term. Ensure you are aware of the grades you will obtain for your courses (“W” or “F”). For more information about deadlines associated with withdrawing and the impact of “W” grades on your transcripts, go to [http://www.mnsu.edu/registrar/DATES.html](http://www.mnsu.edu/registrar/DATES.html) and [http://www.mnsu.edu/registrar/wgrades.html](http://www.mnsu.edu/registrar/wgrades.html)

- If you need an unofficial transcript of your coursework at the University, go online or to the Campus Hub ([http://www.mnsu.edu/campushub/transcripts/unofficial/](http://www.mnsu.edu/campushub/transcripts/unofficial/)). If you need an official transcript (for transferring to another institution or for a job application), go to the Office of the Registrar ([http://www.mnsu.edu/campushub/transcripts/official/index.html](http://www.mnsu.edu/campushub/transcripts/official/index.html)).

**Financial Issues**

- Pay any outstanding bills to the University at the Cashier’s Office (parking tickets, library fines, past-due tuition).

- If you received financial aid, a calculation is necessary to determine if your eligibility is affected and whether any aid you received needs to be paid back. For more information, go to: [www.mnsu.edu/campushub/payments/withdrawalinfo](http://www.mnsu.edu/campushub/payments/withdrawalinfo).

- You can also visit the site below for more information about related tuition appeals: [www.mnsu.edu/campushub/payments/dropcourses/index.html](http://www.mnsu.edu/campushub/payments/dropcourses/index.html).

- Withdrawing may impact future financial aid eligibility if it contributes to falling below Satisfactory Academic Progress Standards. For more information, go to: [www.mnsu.edu/campushub/programs/saps](http://www.mnsu.edu/campushub/programs/saps).
### Housing Issues

- Contact Residential Life OR your landlord to inform them of your withdrawing and to determine if there are any refunds or charges for room, apartment or meal plan payments that result from your withdrawal. Residential Life contracts require students be ENROLLED to live in the halls. **If you withdraw from all of your classes, you have 24 hours to move out of your room.** Be sure to connect with Residential Life for more information.
- Review your current (or next year’s) residence hall contract, or apartment lease, for cancellation requirements.
- Complete any necessary room/apartment inspection processes to ensure no additional charges for damage/cleanliness or to obtain your damage deposit.
- Return the keys to your residence hall room or your apartment.

### Property Issues

- Return any library books to the appropriate library.
- Determine the date when your Mavmail and other technology access to the University terminates ([http://www.mnsu.edu/its/help/helpdesk.html](http://www.mnsu.edu/its/help/helpdesk.html)).
- Return any academic materials belonging to the University, such as laboratory materials.
- Contact the Cashier’s Office for information about possible refunds or partial refunds if you have an MSU parking permit (see the current guidebook available at [http://www.mnsu.edu/parking/guidebook.html](http://www.mnsu.edu/parking/guidebook.html)).
- Contact the bookstore where you purchased your textbooks and see about possible refunds.

### Miscellaneous Issues

- If you are employed on campus, contact your supervisor and indicate you are no longer available for work because you have withdrawn from the University.
- International students should talk with a staff member in the Kearney International Center to determine the impact of withdrawing on F-1/J-1 status and your ability to remain in the United States ([http://www.mnsu.edu/international/immigrationadvising.html](http://www.mnsu.edu/international/immigrationadvising.html)).
- You will have the opportunity to provide a forwarding address, telephone number and email to the University through the Campus Hub’s “Request for Withdrawal” form.
- If you are a current or former student-athlete, notify the Department of Intercollegiate Athletics of your withdrawal to make sure data they must submit to external agencies is accurate ([http://www.msumavericks.com/admin_staff.php](http://www.msumavericks.com/admin_staff.php)).
- If you are covered by the student insurance plan, contact the Student Health Service to determine when your coverage ends ([http://www.mnsu.edu/shs/clinic/insurance.html](http://www.mnsu.edu/shs/clinic/insurance.html)).