

Pittsburg State University
Official Withdrawal/Drop Checklist

Student Name: _____ Student ID: _____

Permanent Address: _____ City: _____ St: _____ Zip: _____

Phone: _____ Email (other than your GUS email): _____

Semester of withdrawal: _____ Did you attend classes this semester: YES NO

Do you plan to return to Pittsburg State University in the future? YES NO If yes, which semester? _____

Reason for withdrawal (select the best one): academic employment opportunity financial
 dissatisfaction with program family reasons health military activation personal other

I understand that submitting this completed form to the Office of the Registrar will result in dropping all classes in which I am currently enrolled at Pittsburg State University for the semester(s) listed above, provided that it is submitted by the appropriate drop/withdraw deadline(s). All withdraw and tuition refund deadlines remain in effect. Failure to return this form could result in delayed action of your withdraw.

Student Signature: _____ Date: _____

Withdrawal check list

completed by the student and returned to the Registrar's Office, 103 Russ Hall

You are responsible for contacting the appropriate offices below to complete your withdrawal from PSU.

- | | | |
|---|-------------------|---------------|
| <input type="checkbox"/> Student Success Center, 1st Floor Axe Library
Contact an advisor to discuss your current academic standing and your plans for pursuing your academic goals at PSU or elsewhere. | _____
Initials | _____
Date |
| <input type="checkbox"/> Financial Assistance, 103 Horace Mann
If you have financial aid (grants, loans, work-study) or scholarships, you must contact a financial aid counselor about how your withdrawal impacts your aid. If you have a departmental scholarship, you should also notify the department that provided the scholarship. | _____
Initials | _____
Date |
| <input type="checkbox"/> Cashiers & Student Accounts, 112 Horace Mann
Contact the Cashiers & Student Accounts office to pay any remaining balance on your account. Please note that an outstanding balance may result in holds on your account that could prevent future registration or your ability to obtain a transcript. | _____
Initials | _____
Date |
| <input type="checkbox"/> University Housing, 203 Horace Mann
If you live in the PSU residence hall or other student housing, you must contact University housing to notify them of your withdrawal. | _____
Initials | _____
Date |
| <input type="checkbox"/> International Student Services, 118 Whitesitt
If you are an international student, consultation is necessary to determine the consequences of your withdrawal as it relates to your immigration status. | _____
Initials | _____
Date |
| <input type="checkbox"/> Registrar's Office, 103 Russ Hall
You are not officially withdrawn from PSU until this form, with the necessary initials, have been completed and returned to this office. | _____
Initials | _____
Date |

Registrar's Staff ONLY Registrar's staff initials: _____ Effective Date: _____ Date Processed: _____