

## University Withdrawal Procedures and Guidelines

This procedure applies to the withdrawal of enrolled undergraduate and graduate students. Its purpose is to provide and define procedures for allowing students to withdraw from Jackson State University.

### A. Statement & Process

A student who wishes to withdraw from the University during any academic term will begin the process by completing the Student Withdrawal Survey. To access the Student Withdrawal Survey through JSU PAWS, follow the steps below:

- Step 1 Visit the Jackson State University website at [www.jsums.edu](http://www.jsums.edu)
- Step 2 Click on PAWS located at the top of the page
- Step 3 Sign in using your PAWS User ID & PIN
- Step 4 Click on the Student tab and scroll down to the bottom of the page.
- Step 5 Click to complete the Withdrawal Survey
- Step 6 Complete the University Withdrawal Request Form

Once the survey has been completed, the formal withdrawal process can begin by completing a withdrawal form and discussing your reasons regarding a withdrawal in the following locations:

Students	Location
On-Campus Residential and Commuters	University Academic Advisement Center H.T. Sampson Library, 2nd Floor 601-979-2127 <a href="mailto:studentsuccess@jsums.edu">studentsuccess@jsums.edu</a>
Student Athletes	Tiger Center for Student-Athlete Development and Academic Services H.T. Sampson Library, 1st Floor 601-979-8880
Online Degree Students	JSUOnline <a href="mailto:jsuonline@jsums.edu">jsuonline@jsums.edu</a> 601-979-0779
Graduate Students	Graduate School Henry P. Jacobs Administration Building, 1st Floor 601-979-2455

### B. Procedures

- If a student must withdraw from all classes during the semester for personal reasons, he or she should consult with their advisor in the appropriate office. The withdrawal of any student will be

effective as of the date the official withdrawal is approved, or in the event of a retroactive withdrawal due to emergency or serious illness, the date assigned by the appropriate advisor. The effective date of withdrawal will determine the students' financial obligation to the institution. Please review all official dates in the University Academic Calendar.

- A student who withdraws after the **21<sup>st</sup> class day of the semester** will receive grades of “W” for each course scheduled. No official withdrawals will be allowed during the last two weeks before the beginning of final examinations for the fall and spring semesters, or during the last week prior to the beginning of examinations for each four-week/eight-week term unless an extraordinary reason is evident (i.e., illness, military deployment).
- Students should be aware that withdrawing, officially or unofficially, can adversely affect financial aid for the next term of attendance. The withdrawal procedure is outlined in the university's catalogs and student handbook.
- Financial aid recipients who withdraw or drop a course may not receive a refund as a result of the tuition adjustment. The refund will be credited to the appropriate source of fee payment which includes the following: (1) Federal Unsubsidized Stafford Loan; (2) Federal Subsidized Stafford Loan; (3) Federal PLUS Loan; (4) Federal Direct Stafford Loan; (5) Federal Direct Plus; (6) Federal Perkins; (7) Federal Pell Grant; (8) Federal Supplemental Educational Opportunity Grant; (9) other Title IV aid; (10) other federal sources and (11) state, private or institution aid.
- Students who leave the campus without withdrawing through regular channels or who attempt to withdraw late without extraordinary reasons may receive *F* grades for all unfinished work, which may result in failing some or all courses for that semester.
- Each course on the student's schedule will be canceled by the Registrar in accordance with regulations governing the cancellation of courses.
- Failure to attend classes, or abandonment of an on-campus housing space to which one has been assigned, or one's non-return to classes for an upcoming semester for which one is already academically and financially registered in advance, does not constitute official withdrawal. Students must contact Housing/Residence Life (Campbell College Suites, 601-979-2326) in order to officially withdraw from residential communities.
- Final decisions for all withdrawals lies with the authority of the Provost and Vice President for Academic Affairs.

### **C. Retroactive Withdrawals**

Students who leave the campus without initiating the withdrawal process with their appropriate advisor during the semester of departure or who fail to withdraw through regular channels or who fail to withdraw for extraordinary reasons may apply for a retroactive university withdrawal only if they can provide evidence of the following:

1. The student had a debilitating illness or injury that significantly limited his/her capacity to withdraw in a timely manner; or
2. The student was forced to leave the University abruptly due to a health or safety emergency within his/her immediate family.
3. The student had erroneous charges incurred due to administrative or technical errors.
4. The student was forced to leave the University abruptly due to military service obligation.

To apply for a retroactive University withdrawal, the following criteria must be met:

1. The student must submit a formal letter of request to their appropriate advisor within one calendar year of the last day of the semester for which the withdrawal is sought. ***Requests made outside of this timeframe may be considered on a case-by-case basis.***
2. The student must include his/her name, JNumber, date(s) for the requested retroactive withdrawal, and supporting documentation to verify claims of illness, injury or emergency which precluded the student from applying for a University withdrawal during the semester of departure.
3. The appropriate advisor will assign the official date of the retroactive University withdrawal.

The appropriate advisor will consider requests for a retroactive withdrawal only if sufficient documentation is provided to support claims of extraordinary illness, injury, emergency or administrative/technical errors. The review process will be limited to a review of documents and student records. A decision will be provided to the student within ten (10) working days of receipt of the request. Final decisions for all retroactive withdrawals lies with the authority of the Provost and Vice President for Academic Affairs.