

Cancellation of Registration / Withdrawing to Zero Credits

ACADEMIC RECORDS INFORMATION

Withdrawing to Zero Credits

Campus Connection does not allow you to drop your last or only class. Students who wish to withdraw from all courses in a current or future term must complete the **Cancellation of Registration/Withdrawing to Zero Credits** form (*below*) and submit it to Bison Connection. Failure to initiate the withdrawal process may result in failing grades and possible financial obligations.

Refer to the University's official dates and deadlines (www.ndsu.edu/bisonconnection/dates) for the last day to withdraw. Withdrawals after this date are not processed without evidence of compelling circumstances beyond the student's control. Late withdrawal requests require students to complete and submit an **Appeal for Exception to Academic Regulations** form found online at www.ndsu.edu/bisonconnection/forms/acadappeal.

Impact on Coursework

Courses withdrawn after the last day for No Record Drop for a term will be recorded with a "W".

Courses taken via Distance & Continuing Education, Collaborative Registration with other NDUS institutions, Tri-College consortium, Cooperative Education/Internships, or short courses that have already concluded or have been graded for the term will also be automatically withdrawn from your record (*see **Tuition & Fee Refund Information** below*).

Non-degree credit Professional Development courses (i.e., EDUC 600) **WILL REMAIN** on your Continuing Education record. To withdraw from Continuing Education/Professional Development courses, contact the Office of Distance and Continuing Education (www.ndsu.edu/dce) directly at the Stop-N-Go Center, 1919 N. University Drive, 701-231-7015 or 1-800-726-1724.

TUITION & FEES REFUND INFORMATION

Refunds for withdrawals are prorated based on the length of the course and the date of withdrawal. The term withdrawal refund schedule is available at www.ndsu.edu/bisonconnection/accounts/withdrawals. If registered in variable length courses that have concluded and/or have been graded at the time of withdrawal, you will be withdrawn from those courses at zero percent and you will forfeit the grade. In order to retain those credits and grades, you may drop your remaining courses on Campus Connection until the last day to drop, but **will not** be refunded for them.

Information regarding the **Appeal of Tuition and Fees** may be viewed at www.ndsu.edu/bisonconnection/accounts/appeal.

Financial Aid Impact

Financial aid recipients may have all or a portion of their financial aid returned based on the date of withdrawal which could result in a balance owed to the University. Your withdrawal may affect your future eligibility for financial aid if you do not complete 67% of cumulative credit hours attempted whether or not you are currently a financial aid recipient. Please refer to the Standards of Satisfactory Academic Progress at www.ndsu.edu/bisonconnection/finaid/policy/sap.

ADDITIONAL INFORMATION

Visit with an Advisor/Counselor

If you are withdrawing because of concerns related to your plan of study or are undecided on a major, see your academic advisor or contact the NDSU Counseling Center (www.ndsu.edu/counseling, 212 Ceres, 701-231-7671) for career counseling.

If you are experiencing any personal, financial, or disability related problems that impact your decision to withdraw to zero credits, please take time to contact the NDSU Counseling Center (www.ndsu.edu/counseling, 212 Ceres, 701-231-7671) to discuss those issues with a professional staff member.

Students seeking potential disability services can contact NDSU Disability Services (www.ndsu.edu/disabilityservices, 170 Wallman Wellness Center, 701-231-8463).

Military Withdrawals

If you are withdrawing due to military deployment/activation, see procedures outlined at www.ndsu.edu/veterans/deployment.

Residence Life

If you live in a residence hall, check out with your hall staff within 24 hours of submitting this form. Students in university apartments should contact the Office of Residence Life directly at West Bison Court, 701-231-7557.

Parking Permits

You may be eligible for a partial refund of parking permits already purchased. Check with Facilities Management, Thorson Maintenance Center, 701-231-5771.

NDSU Bookstore

Information on returning textbooks is available in the NDSU Bookstore, or online at www.ndsubookstore.com.

Reactivation / Returning to NDSU in the Future

If you wish to return to NDSU after a leave of one full semester or more (excluding summer), you must submit a **Reactivation Form** to the Office of Registration and Records. This form is available at www.ndsu.edu/bisonconnection/forms/reactivate.

*This form is processed as of the date it is received by NDSU and **NOT** by the postmarked/fax date.*

Cancellation of Registration / Withdrawing to Zero Credits

Submit form to: Bison Connection, 176 Memorial Union, NDSU Dept. 5290, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8297

***** Read the instructions on PAGE 1 in their entirety *****

Student ID#: _____	Classification(s): <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional <input type="checkbox"/> Continuing Ed. <input type="checkbox"/> Non-Degree <small>(check all that apply) (all classifications)</small>				
Full Name: Last _____	First _____	MI _____			
Address: Street/P.O. Box _____					
City _____		State _____	Zip _____		
Phone Number: _____			Email: _____		

1. From which term you are cancelling/withdrawing: Fall Spring Summer Academic YEAR 20 ____ -20 ____ (indicate multiple terms if necessary)
2. From which classification(s) are you cancelling/withdrawing: Undergraduate Graduate Professional Continuing Ed.* All courses
* To withdraw from Continuing Education/Professional Development courses, contact the Office of Distance and Continuing Education (www.ndsu.edu/dce)
3. Are you enrolled in Collaborative courses with another North Dakota institution in the semester of cancellation/withdrawal? No Yes
4. Do you plan to return to NDSU in the future? No Yes **If yes, when?** Fall Spring Summer YEAR 20 ____
5. Please list the reason(s) for withdrawing from NDSU at this time.

<input type="checkbox"/> Academic advising inadequate	<input type="checkbox"/> Medical reasons	<input type="checkbox"/> Transferring to another college
<input type="checkbox"/> Dissatisfied with my grades	<input type="checkbox"/> *Military (due to Deployment/Activation)	<input type="checkbox"/> Undecided on program of study
<input type="checkbox"/> Dissatisfied with quality of instruction	<input type="checkbox"/> Moving/Relocating elsewhere	<input type="checkbox"/> Felt I didn't fit in at NDSU <small>(explain below)</small>
<input type="checkbox"/> Intended major/program of study not offered	<input type="checkbox"/> Needed a break from college	<input type="checkbox"/> Financial reasons <small>(explain below)</small>
<input type="checkbox"/> Job Conflict	<input type="checkbox"/> Personal/Family reasons	<input type="checkbox"/> Other <small>(explain below)</small>

* Students withdrawing due to military deployment/activation should refer to procedures outlined at www.ndsu.edu/veterans/deployment.

Explanation: (if needed)

FINANCIAL AID

My signature below indicates I understand that if I am a financial aid recipient, all or a portion of my financial aid may be returned based on my date of withdrawal. This return of funds will be charged to my student account which may result in a balance owed to the University. Any tuition and/or housing refund will first be applied to any returned financial aid funds before a refund is issued to the student. I understand that failure to successfully complete two-thirds (67%) of the cumulative credits attempted may make me ineligible for federal student aid at NDSU in the future.

I have read and understand the information outlined on Page 1 of this form. I accept all academic and financial consequences resulting from this withdrawal. I understand I will forfeit the grades from any courses that have completed already, and that I am subject to charges and refunds according to State Board of Higher Education policy.

Signature _____ Date (mm/dd/yy) _____

For Office Use Only

Access: FA WDL	Career: UGRD GRAD CNED PROF	
Date Processed: _____	Tri-College: Yes No	Visa: _____
Initials: _____	Prior Attendance: Yes No	Campus Housing: Yes No