

USD POLICY FOR WITHDRAWALS

Students withdrawing from their only class or all of their classes for the current semester may obtain the Withdrawal Application form from the Financial Aid Office, 2nd Floor, Belbas Center, or download it from the Registrar's website at www.usd.edu/registrar/onlineforms.cfm. This form is to be used through the last day to withdraw with a "W" grade (the 70% point of the term). The form is to be returned to the Financial Aid Office, 2nd Floor Belbas Center (mail: 414 E. Clark, Vermillion, SD 57069; fax 605-677-5238).

Approval for withdrawals after the 70% point require the signature of the dean of the student's school or college for approval. Students may obtain the Petition for Late Drop or Withdrawal form from the Registrar's website at <http://www.usd.edu/registrar/onlineforms.cfm>.

Students start the withdrawal process at the Financial Aid office, and will be assisted with the following, as applicable:

1. Exit Loan Counseling for Stafford Loans
2. Please complete the survey: <http://survey.usd.edu/sward/surveys/leaveusd/leaveusd.html>
3. Surrendering ID cards
4. Check-out with University Housing
5. Check-out with Coyote Card Office
6. Returning parking permit to Public Safety

Calculation of any refund/reduction in charges will be processed based upon the SD Board of Regents Refund and Return of Federal Funds Policy. Except for unusual circumstances, a refund, if applicable, will be based on the day the FA/withdrawal office is notified that the student is withdrawing.

Students who wish to return for a subsequent semester must be readmitted through their home institution's Admissions Office.

USD Student Accounts (username and password which provides access to USD resources including but not limited to: USD email, WebCT, On-line resources (including Library Databases), USD network access) will be removed when a student officially withdraws from the University.

The complete withdrawal policy may be found on the Board of Regents' website at http://www.sdbor.edu/policy/5_FinanceBusiness/documents/5-7_000.pdf