

## Cancellation of Registration / Withdrawing to Zero Credits

Please read the following information regarding the potential impacts of cancelling your registration or 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 (*on next page*). 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/registrar/dates](http://www.ndsu.edu/registrar/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 ([www.ndsu.edu/registrar/forms/acadappeal](http://www.ndsu.edu/registrar/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Courses withdrawn after the last day for No Record Drop for a term will be recorded with a "W".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 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or short courses that have already concluded or have been graded for the term will also be automatically withdrawn from your record.

Non-degree credit Professional Development courses (e.g., EDUC 2000) **WILL REMAIN** on your Continuing Education record. To withdraw from Continuing Education/Professional Development courses, contact the Office of Teaching and Learning ([www.ndsu.edu/otl](http://www.ndsu.edu/otl), 314 Family Life Center, 701-231-7015, [ndsu.otl@ndsu.edu](mailto:ndsu.otl@ndsu.edu)).

### TUITION & FEES REFUND INFORMATION

Refunds for withdrawals are prorated based on the length of course and the date of withdrawal. The term withdrawal refund schedule is available online ([www.ndsu.edu/onestop/accounts/dropping\\_withdrawing](http://www.ndsu.edu/onestop/accounts/dropping_withdrawing)). 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in variable length courses that have concluded and/or have been graded at the time of withdrawal, you will be withdrawn from those courses at zero percent refund and will forfeit the grade.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 reviewed online ([www.ndsu.edu/onestop/accounts/appeal](http://www.ndsu.edu/onestop/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 online ([www.ndsu.edu/onestop/finaid/sap](http://www.ndsu.edu/onestop/finaid/sap)).

### ADDITIONAL INFORMATION

#### Visit with an Adviser/Counselor

If you are withdrawing because of concerns related to your plan of study or are undecided on a major, see your academic adviser or contact the Career and Advising Center (<https://career-advising.ndsu.edu> 306 Ceres Hall, 701-231-8662) 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](http://www.ndsu.edu/counseling), 212 Ceres Hall, 701-231-7671) to discuss those issues with a professional staff member.

Students seeking potential disability services can contact the NDSU Disability Services ([www.ndsu.edu/disabilityservices](http://www.ndsu.edu/disabilityservices), Library 17, 701-231-8463, [ndsu.disability.services@ndsu.edu](mailto:ndsu.disability.services@ndsu.edu)).

#### Military Withdrawals

If you are withdrawing due to military deployment/activation, see procedures outlined online ([www.ndsu.edu/veterans/deployment](http://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 ([www.ndsu.edu/reslife](http://www.ndsu.edu/reslife), West Bison Court, 701-231-7557, [ndsu.residence.life@ndsu.edu](mailto:ndsu.residence.life@ndsu.edu)).

#### Parking Permits

You may be eligible for a partial refund of parking permits already purchased. Check with the NDSU Parking and Transportation office ([www.ndsu.edu/parking](http://www.ndsu.edu/parking), 1801 15th Ave. N., 701-231-5771, [ndsu.parking@ndsu.edu](mailto:ndsu.parking@ndsu.edu)).

#### NDSU Bookstore

Information on returning textbooks is available in the NDSU Bookstore or online ([www.ndsubookstore.com](http://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/Petition for Readmission Form ([www.ndsu.edu/registrar/forms/reactivation](http://www.ndsu.edu/registrar/forms/reactivation)) to the Office of Registration and Records ([www.ndsu.edu/registrar](http://www.ndsu.edu/registrar), 110 Ceres Hall, 701-231-7981, [ndsu.registrar@ndsu.edu](mailto:ndsu.registrar@ndsu.edu)).

## Cancellation of Registration / Withdrawing to Zero Credits

If you have any questions about this form, please contact NDSU One Stop, 176 Memorial Union, 701-231-6200, 1-866-924-8969, or ndsu.onestop@ndsu.edu.

An asterisk [\*] denotes required fields.

STUDENT INFORMATION	
*Student Name	_____
*Student ID	_____ *Phone _____ *Email _____
*Mailing Address	_____
*City	_____ *State _____ *Zip Code _____
*Are you receiving Military or Veterans educational benefits?	<input type="radio"/> No <input type="radio"/> Yes

REQUEST DETAILS	
*Cancel/withdraw from which term?	<input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer *Year: _____
*Have you attended or participated in any courses you are withdrawing from?	<input type="radio"/> No <input type="radio"/> Yes
*Cancel/withdraw from which classification(s)?	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional <input type="checkbox"/> Continuing Ed. <input type="checkbox"/> All Courses
*Are you enrolled in collaborative courses with another ND institution in the semester of cancel/withdrawal?	<input type="radio"/> No <input type="radio"/> Yes
If Yes, which Institution? _____	
*Have you been assigned to university housing for the term indicated above?	<input type="radio"/> No <input type="radio"/> Yes
*Do you plan to return to NDSU?	<input type="radio"/> No <input type="radio"/> Yes If Yes, when? <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer Year: _____
*Please list the reason(s) for cancelling/withdrawing from NDSU at this time: (check all that apply)	
<input type="checkbox"/> Academic Advising was inadequate	<input type="checkbox"/> Financial reasons
<input type="checkbox"/> Dissatisfied with my grades	<input type="checkbox"/> Job conflict
<input type="checkbox"/> Dissatisfied with quality of instruction	<input type="checkbox"/> Medical reasons
<input type="checkbox"/> Desired major/program of study not offered	<input type="checkbox"/> Military (due to Deployment/Activation)
<input type="checkbox"/> Felt I didn't fit in at NDSU	<input type="checkbox"/> Moving/Relocated elsewhere
	<input type="checkbox"/> Needed a break from college
	<input type="checkbox"/> Personal/Family reasons
	<input type="checkbox"/> Transferring to another institution
	<input type="checkbox"/> Undecided on program of study
	<input type="checkbox"/> Other
<b>Explanation:</b>	

STUDENT ACKNOWLEDGEMENT	
<p>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.</p>	
<p>* <input type="checkbox"/> 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.</p>	