

Student Withdrawal Checklist

Students may use this checklist to ensure they have completed requirements for a withdrawal. This is for our undergraduate students only. Students should stay in touch with the Office of the Dean of Students since this is a formal procedure that requires students to be active in managing the withdrawal until it is completed.

- CONTACT THE OFFICE OF THE DEAN OF STUDENTS**
To initiate a withdrawal the student may email or call the Office of the Dean of Students (ODS) deanofstudents@oswego.edu or call (315) 312-5483. The office is open Monday through Friday from 8:00am-4:30pm. Students will need to use their Oswego email. The student will receive further instructions by email.
- CONSULTATION MEETING**
To help a student determine the procedure for a withdrawal and to provide information and resources, a meeting will be arranged. Please note that only a student can initiate and complete the withdrawal process. Families and others are welcome to consult.
- SUBMIT WITHDRAWAL REQUEST**
After a conversation with the student, information on how to initiate and complete the withdrawal will be sent to the student. An online system is used to facilitate the process. Students will need to monitor their email; updates will be sent to the student as the online process progresses. If a student is not able to complete an online process, they will need to clearly indicate that to ODS staff and our office will assist.
- SUBMIT DOCUMENTATION**
MEDICAL WITHDRAWALS: Ensure that a clinician or physician provides information within one week of request to withdraw. Letter from clinician or physician must be on official letterhead and include the following:
 - Specific issues, diagnosis/medical issues leading to recommendation to withdraw;
 - Date of evaluation and any other points of contact with the student;
 - Recommended course of action or treatment.**MILITARY LEAVE:** Please see the policy and procedures for students called to active duty <https://ww1.oswego.edu/extended-learning/veteran-and-military-services>. Students are asked to speak with the Office of the Dean of Students to initiate the process. Have hard copies of their Orders (one copy is needed for withdrawal documentation), consult with Financial Aid Office and inform the Veteran and Military Coordinator.
- FINALIZING THE WITHDRAWAL**
After the student completes the process (including submission of any required documents) the student will receive an email that confirms completion of withdrawal.
- TRANSCRIPT**
Before the drop deadline, registered courses are removed from the transcript.
After the drop deadline, a "W" grade is assigned to each course.
Withdrawal grades do not affect overall GPA.
For some withdrawals, a hold is placed on future registration. If already registered for future semesters, the courses will be removed.

If applicable, contact the following offices at any point in time and inform them of your intention to withdraw:

ACTIVE MILITARY & VETERANS
(315) 312-2270
extlearn@oswego.edu

EOP STUDENTS
(315) 312-3094
eop@oswego.edu

INTERNATIONAL STUDENTS
(315) 312-5775
iss@oswego.edu

RESIDENTIAL STUDENTS
(315) 312-2246
reslife@oswego.edu

ATHLETES
(315) 312-3056
athletics@oswego.edu

FINANCIAL AID
(315) 312-2248
financial.aid@oswego.edu

ONLINE STUDENTS
(315) 312-2270
extlearn@oswego.edu

STUDENT ACCOUNTS
(315) 312-2225
stuacct@oswego.edu