



University of Detroit Mercy
Total Withdrawal from all courses and the University
Use this form to completely withdraw from the semester and the University.

PLEASE PRINT CLEARLY TO ENSURE ACCURATE PROCESSING

Student ID Number: T0 _____ Semester of Withdrawal: ☐ **Fall** ☐ **Winter** ☐ **Summer 20** _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: () _____ Email Address: _____

Drop D	CRN	Subject	Course Number	Section	Credit Hours	Days/Time	Required Signature(s)

Please choose a reason for your withdrawal:

Academic (explain below)
Military call of duty
No longer interested
Program Unsatisfactory

Financial (explain below)
Moved Away
Other (explain below)

Job Loss/Uncertainty
Medical Reason
Personal/Family

Please elaborate on your reason for withdrawal:

If you are withdrawing from courses this term, please indicate your last date of attendance: _____

Will you be transferring to another institution? Yes _____ No _____

If Yes, what institution? _____

If No, what do you plan to do? _____

Form Procedures:

1. Student completes all sections on the front of this form.
2. Student acknowledges policies related to a semester/complete withdrawal from the University on the back of this form by signing where indicated.
3. Student obtains signatures from all required departments.
4. Student submits form to Office of the Registrar for processing.

I understand and acknowledge the following:

- By completing this form, I am authorizing the Office of the Registrar to drop all enrolled courses for the semester identified on this form, and drop any courses registered in a future semester.
- By dropping course(s) after the 100% drop period, a grade of "W" will be assigned to the course(s) on my transcript. This date appears in the schedule of classes for each course.
- A semester withdrawal will affect the following:
 - Scholarship/Financial Aid – Students receiving any scholarships or financial aid should consult with the Financial Aid office on how they will be impacted by a withdrawal.
 - Tuition charges – Students should reference the tuition refund policy found at: <https://www.udmercy.edu/sao/refunds/>
 - Visa Status – International students must consult with the International Services Office (ISO) regarding their withdrawal.
 - Housing – Students residing in on-campus housing should consult with the Residence Life Office

Are you receiving financial aid/scholarship? Yes _____ No _____

Are you receiving VA Benefits? Yes _____ No _____

Do you live in the Residence Halls? Yes _____ No _____

Are you a Student Athlete? Yes _____ No _____

(If yes, obtain required signature)

Athletic Compliance Officer's Signature: _____

Date: _____

Are you an International Student? Yes _____ No _____

(If yes, obtain required signature)

International Services Office Signature: _____

Date: _____

I understand that I will be required to pay tuition and fees based on University of Detroit Mercy's published refund policy and the withdrawal date on this form and that notice of my withdrawal will be shared with other offices on campus.

Student Signature: _____ Date: _____

Required Signatures:

Deans Office Signature: _____ Date: _____

If your plans in the future change, contact your college office regarding possible readmission to the University.

You will be contacted regarding an exit interview.