

## **University of Wisconsin-Stevens Point**

# **A student's guide to the withdrawal process at UWSP**

*While attending the University of Wisconsin-Stevens Point, circumstances may arise that requires a student to withdraw from the university. If you are considering withdrawing, you are encouraged to consult with your advisor prior to completing the official withdrawal process so that you may discuss the best possible outcomes for your individual circumstances.*

### **After meeting with my advisor, what should I do next?**

- Step 1 - To officially begin the withdrawal process, report to the **Registration & Records Office, Room 101, SSC (715) 346-4301**, to complete a withdrawal form. Make sure you provide the office with an accurate forwarding address. If you stop attending classes without officially notifying Registration and Records you will be considered as still registered, owe full tuition, and receive a grade of F for each course.
- Step 2 - If you receive financial aid contact the **Financial Aid Office, Room 106, SSC (715) 346-4771**, for information on the financial obligations.
- Step 3 - If living on campus, report to your Residence Hall Director/CA to formally check-out of your residence hall or you will continue to be billed for room and board charges. Contact **Residential Living, Room 018, 601 Division St, (715) 346-3511** for further instructions.

### **Other contacts that you may need before you leave:**

**Please Note:** A withdrawal from school does not remove the obligation for costs you incurred during the semester. Be sure to make all necessary contacts before leaving. A photo ID is required for all transactions.

- All lab materials must be returned** to the correct department(s) or you will be billed for the items not returned.
- Information Technology, Room 023 LRC, (715) 346-3229**, for questions about your UWSP network logon and password, printing charges, myFiles network storage space, email, etc.
- Library (Learning Resource Center) -1<sup>st</sup> floor lobby circulation desk, (715) 346-3038**, to pay any fines due and/or to return materials.
- Parking Services, Room 124 George Stein, (715) 346-3900**, to pay any fines due and/or request a parking permit refund. Refunds are issued through the first week of classes of the second semester.
- Perkins Loan Office/Accounts Receivable Office, Room 003 SSC, (715) 346-2118** for loan information or billing questions.
- Point Card Office, Room 206 DUC, (715) 346-2012**, to complete a refund request form for PointCash left on your account and/or a meal plan.

- **Telephone Support Office, Room 026 LRC, (715) 346-2562.** You must personally cancel your long distance services and pay any outstanding bills.
- **Text Rental, Room 020 DUC, (715) 346-3431,** Return ALL your rental books before leaving campus. Any rental books NOT returned will be billed to your student account along with tax and a processing fee.

**Bldg. Abbreviations:** DUC – Dreyfus University Center, 1015 Reserve St  
 LRC – Learning Resource Center, 900 Reserve St  
 SSC – Student Service Center, 1108 Fremont St  
 Geo Stein – George Stein, 1925 Maria Drive

## **After I withdraw...what appears on my transcript?**

**W Drop Policy** – Students receive a W on their transcript for all courses OFFICIALLY dropped after the eighth day of the semester. After the first two semesters of enrollment at UWSP, students are allowed a total of only four (4) W drops during the balance of their undergraduate career, including summer sessions. After reaching the four drop limit, students are permitted to drop a course only under extenuating circumstances. **‘W’s incurred as part of a total withdrawal do NOT count against the 4 ‘W’ limit.**

- If you **withdraw during the first eight days** of a 16 week course or the first four days of an 8 week course, only the date of withdrawal (a clear drop) will appear on your transcript.
- **After the eighth day of class and through the 10<sup>th</sup> week** you will receive a “W” for each course. After the 4<sup>th</sup> day of summer session and through the 5<sup>th</sup> week of an 8 week course you will receive a “W” for each course.
- **After the tenth week** you may not withdraw unless the reasons for withdrawal are clearly beyond your control, i.e. serious illness or personal duress. You will receive grades for courses completed (8 week course, weekend course, etc.) prior to your withdrawal. Withdrawals after the tenth week of class require an appeal to the Student Academic Advising Center (SAAC) and are granted only in extenuating circumstances.

- If you feel there is a need to appeal the effective date of your withdrawal – due to serious illness, personal duress, or matters beyond your control – please report to the **SAAC Office, Room 103 SSC, (715) 346-3361.**  
 Hours are 8:30 -11:45 a.m. & 12:30 - 4:30 p.m.

## **What is my financial responsibility?**

- A student enrolled in courses with session lengths of 12 weeks or more will receive a 100% fee reduction if a withdrawal is processed in the first two-weeks. A 50% fee reduction is applied if processed in weeks three and four. The \$100 registration deposit is NOT refundable – however, registration deposits will be refunded if The Registrar’s Office receives, in writing, that you are cancelling your registration prior to the cancellation/withdrawal deadline dates <http://www.uwsp.edu/req-rec/registration.aspx>.

- A student enrolled in courses with sessions lengths of 8-11 weeks will receive a 100% fee reduction if a withdrawal is processed in the first week. A 50% fee reduction is applied if processed in week two and a 25% fee reduction in week three.
  - For courses with session lengths less than 8 weeks, refer to the Refunds and Drop/Add Deadlines on the Accounts Receivable website –<http://www.uwsp.edu/admin/busaffairs/ar/deadlines.shtm> or contact Accounts Receivable at (715) 346-2118 (Room 003 SSC).
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## **How to plan for a return to UWSP?**

If you withdraw and intend to register for courses the following semester you will be considered a **Continuing Student**. You may check online at [www.uwsp.edu/register](http://www.uwsp.edu/register) to access your assigned registration date and time. You should also schedule an appointment with your advisor and pay your registration deposit.

If you do not attend the following semester and then wish to return to UWSP you will be considered a **Re-entry Student**. As a re-entry student, you must complete a new UWSP application (the application fee will be waived). Contact the **Admissions Office, Room 102 SSC, (715) 346-2441** for further information.

