

WITHDRAWING FROM THE UNIVERSITY: IMPORTANT INFORMATION

A student who intends to drop all of their courses and withdraw from the University before a session or term is finished should have knowledge of the following information:

Q: How does a student withdraw from the University?

A: Any student who wishes to withdraw from the University must complete and submit the Withdraw form through their student GullNet account (Enrollment > Withdraw from University).

Q: Is there a deadline to request a withdrawal from the University?

A: Students are responsible for adhering to the semester dates and deadlines as outlined on the Registrar's Office [webpage](#) and [calendar](#), as well as those provided on the Cashier's Office [webpage](#) and [refund schedule](#).

Withdraws after the drop/add period through midsemester will receive a grade of W. After midsemester, the student can withdraw from the entire semester until 5:00 PM on the second to the last day of classes but not from an individual course. Students who withdraw for any reason after the mid-point of the session or term will receive grades of WP or WF to denote their grade status at the time of their withdrawal. A student cannot withdraw if a final examination has been taken.

Q: When can a student return to the University?

A: Matriculated students who have withdrawn and wish to be reinstated must submit the *Readmission Application* form available on the Registrar's website at [Readmission | Salisbury University](#).

Q: What other details should a student who wishes to withdraw from the University keep in mind?

A: Before withdrawing, consider the points below.

- ✓ Students receiving financial aid should contact the Financial Aid Office (410-543-6165) and the Cashier's Office (410-543-6060) to determine what impact withdrawing will have on current and future financial aid eligibility.
- ✓ Students living in on-campus residence halls should contact the Housing Office (410-543-6040) for move-out procedures. If withdrawing from a current semester, students will be required to vacate their residence hall room within 24 hours.
- ✓ Students living off-campus should review lease agreements and discuss with all pertinent individuals.
- ✓ Student athletes should contact the Athletics Department (410-548-3503) to determine how withdrawing will affect their eligibility to participate in NCAA competition.
- ✓ Students who receive education benefits under the GI Bill must contact the Veteran Services Office (410-543-6189, HH 125 or vabenefits@salisbury.edu) to understand what adjustments may be made to current and future VA Educational benefits.
- ✓ International students must contact the Center for International Education (410-677-5027) for information on how withdrawing will affect their immigration and/or sponsored program status.
- ✓ Graduate students are advised to contact their advisor before finalizing withdrawal plans.

Q: Will the student receive a refund?

A: Students who withdraw from the University within the specified timeframes may receive a refund of tuition within the parameters of the university [tuition refund policy and schedule](#) as outlined by the Cashier's Office. Students will need to contact the Cashier's Office to discuss their account information.

A special procedure has been established for students who must withdraw from the University because they have been called to active military duty. Instructions are available at [Military Activation | Veteran Educational Services](#).

SPECIAL NOTE: Once a withdrawal is entered for a current/active semester, a student is no longer considered enrolled and is no longer eligible to use University services and/or facilities beyond any prior arrangements made with individual departments. All books must be returned to the library and all financial obligations to the University must be cleared.