

# STUDENT WITHDRAWAL CHECKLIST

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

- ACTIVE MILITARY & VETERANS**  
Contact Veteran & Military Services  
151 Marano Campus Center  
P: (315) 312-2270
- ATHLETES**  
Communicate with coach and staff in the Athletics Department.  
210 Laker Hall  
E: athletics@oswego.edu | P: (315) 312-3056
- EOP STUDENTS**  
Inform your advisor.  
118 Penfield Library  
E: eop@oswego.edu | P: (315) 312-3094
- FINANCIAL AID**  
206 Culkin Hall  
E: financial.aid@oswego.edu  
P: (315) 312-2248
- INTERNATIONAL STUDENTS**  
See International Student & Scholar Services  
102 Sheldon Hall  
E: iss@oswego.edu | P: (315) 312-5775
- ONLINE STUDENTS**  
Contact Extended Learning Office  
151 Marano Campus Center  
E: extlearn@oswego.edu  
P: (315) 312-2270
- RESIDENTIAL STUDENTS**  
See Residence Life and Housing staff to terminate housing agreement and coordinate arrangements to move out of your residence hall.  
303 Culkin Hall  
E: reslife@oswego.edu | P: (315) 312-2246
- STUDENT ACCOUNTS**  
408 Culkin Hall  
E: stuacct@oswego.edu  
P: (315) 312-2225
- TUITION LIABILITY**  
Review policy and schedule online at [www.oswego.edu/student-accounts/policies](http://www.oswego.edu/student-accounts/policies)

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

## CONTACT THE DEAN OF STUDENTS OFFICE.

You may also initiate the process by visiting the [Dean of Students](#) webpage online and submitting your request electronically. For assistance contact our office during regular business hours Monday through Friday 8:00 AM to 4:30 PM by phone at (315) 312-5483 or via email at [deanofstudents@oswego.edu](mailto:deanofstudents@oswego.edu).

## CONSULTATION WITH A DOS STAFF MEMBER.

The interview is to help the student determine procedure for a withdrawal, to provide resources and to answer any questions. The student is not obligated to withdraw after the interview.

## COMPLETE AND SUBMIT ONLINE WITHDRAWAL REQUEST.

After the interview, directions to complete the process will be provided. Upon completion of the request, campus entities will be informed of the withdrawal request and formally initiates the process.

## SUBMIT DOCUMENTATION.

For medical withdrawals: Ensure that 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 student.
- Recommended course of action or treatment.

For specific extenuating circumstances, submit documentation which may be:

- Employment- Letter from student's employer verifying hire date and full-time status.
- Obituary stating relationship to the deceased.
- Physician's letter confirming illness of a family member and the student's role in the care of patient/family member.

## FINALIZING THE WITHDRAWAL.

After the student initiates this process through MyOswego, the student will receive an email that will prompt the student to confirm the withdrawal. Students will need to monitor their Oswego email in order to finalize the process (confirm the withdrawal) and receive notification that it is completed. Students will need to inform the Dean of Students Office of any other email used. Note: the entire process could take up to four (4) days.

## TRANSCRIPT.

- Before the drop deadline, registered courses are deleted.
- 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.