

## If you are planning to withdraw from Pittsburg State University

We recommend you contact all applicable offices below before dropping your classes.

### OFFICES TO VISIT... THINGS TO DO

**ACADEMIC DEPARTMENT**

- ✓ Be sure to visit your Academic Department and meet with your Academic Advisor
- ✓ If withdrawing within the last month of the semester, you will need to visit with each of your instructors and explain your circumstances. Withdrawing through the Registrar's Office at this late date does not automatically result in a grade of W --- it will be at the discretion of the instructor to issue a final grade of W or F.

**FINANCIAL ASSISTANCE (620) 235-4240 – 103 Horace Mann**

- ✓ Contact your Financial Aid Advisor – if you received any aid this semester  
Exit Interview  
Discuss possible return of Title IV Funds – money you will need to pay back  
Your individual concerns on receiving financial aid in the future

**HOUSING (620) 235-4245 – 209 Horace Mann**

- ✓ If living in the residence halls, please complete proper paperwork with University Housing
- ✓ Complete proper check-out with RA.

**STUDENT ACCOUNTS (620) 235-4092 – 112 Horace Mann**

- ✓ Satisfy all your financial obligations

**REGISTRAR (620) 235-4200 – 103 Russ Hall**

- ✓ Officially withdraw by notifying the Registrar's Office, grade will depend on date
- ✓ Check for any holds and determine how they can be resolved
- ✓ Make sure your contact information is current by completing the form below

Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Major \_\_\_\_\_

Primary reason for Withdrawal:  personal  academic  financial  employment  other

Do you plan to return to Pitt State?  Yes  No If yes, when? \_\_\_\_\_

If not, why? \_\_\_\_\_

Will you be attending another college?  Yes  No If yes, what school? \_\_\_\_\_

Email address \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Forwarding Address \_\_\_\_\_ City St Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to the Registrar's Office, 103 Russ Hall or  
Mail or Fax: Registrar's Office, 1701 S. Broadway, Pittsburg, KS 66762 / 620-235-4015