CONTACT: records@morgan.edu

PURPOSE: This form is used to cancel or withdraw from the entire semester or university.

PROCESSING TIME: 1-3 Business days

REQUIREMENTS:
- Valid government-issued photo ID or MSU Bear card
- MSU email account

ADVISEMENT: We highly recommend reaching out to Academic Retention before making a decision to withdraw.
- The university’s policy on withdrawing can be found in the Academic Catalog.
- The university’s deadlines for these policies can be found in the Academic Calendar.
- Accordingly, here is the refund schedule that aligns with the Academic Catalog and the Academic Calendar.

STEPS

1) From the “Online Forms” page, click the name of the form to begin. A window will open.
   1A. Enter your name and MSU email.
   1B. Click “Begin Signing”.

2) Select the information you need.
   2A. Please check the appropriate boxes for type of withdrawal/cancellation. Use the drop down field to select a reason.
   2B. Enter your student ID and the date.
   2C. Select your major and the semester and year for your withdraw.
   2D. Attach your MSU Bearcard or government-issued photo ID. Sign the form.
   2E. Select “Finish”. The window will automatically close if all information has been entered correctly.

3) The form will automatically route to the Dean, then to The Office of Residential Life, then to The Office of Financial aid, then to The Office of the Bursar, and finally to The Office of the Registrar for processing. You will receive an email once the form has been completed. Any actions that need to be taken will be listed in the comments on the final form. Due to routing to various offices, there may be a delay before the form reaches The Office of the Registrar for processing. The effective date of withdraw will be honored as the date the form was signed by the student.