

# WITHDRAWAL

- CONTACT:** records@morgan.edu
- PURPOSE:** This form is used to cancel or withdraw from the entire semester or university.
- PROCESSING TIME:** 3-30 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 Office of Student Success and Retention, then to the Office of the Registrar, to the Office of Residential Life, to the Office of Financial aid, and finally to the Office of the Bursar. 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 is completed. The effective date of withdrawal will be honored as the date the form was signed by the student.