



GRADUATE VOLUNTARY WITHDRAWAL FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

PURPOSE

Voluntary Withdrawal of a student from a Graduate Major.

STATUS CHANGE

Once processed, the student's status will be changed from Graduate to Inactive status. Please contact the Office of the Registrar for additional information at https://www.usf.edu/registrar/fag/contact_us.aspx.

A change to Inactive status could adversely affect financial aid. Questions regarding this should be directed to the Financial Aid Department at <https://www.usf.edu/financial-aid/questions/>. The student will remain financially and academically responsible for any courses for which they have registered. The student may complete a GRADUATE STUDIES PETITION to withdraw from courses which they are registered for. The petition can be found at the following link: <https://www.usf.edu/graduate-studies/forms.aspx>.

IMPORTANT: A VOLUNTARY WITHDRAWAL cannot be retroactive. The EFFECTIVE DATE will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester.

INSTRUCTIONS

1. The form is originated from and signed by the Graduate Director and is forwarded to the College Dean/Designee for consideration and recommendations. For assistance, please go to the Graduate Major Contact Information site: http://www.grad.usf.edu/programs/search_all.php.
2. Voluntary Withdrawal of a student requires written verification from the student indicating the desire to withdraw from the program. Written verification may be in letter or e-mail form.
3. **INTERNATIONAL STUDENTS:** Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about OIS is available at <https://www.usf.edu/world/international-services/about-us/contact-us>.
4. **OIS ADVISOR:** A written approval letter on letterhead from OIS may be attached to the petition if special circumstances are to be considered.
5. The college sends the form to Office of Graduate Studies Associate Dean for consideration.
6. The Office of the Registrar will process the request and send a copy of the completed form to the appropriate department and college.

INFORMATION FOR THE OFFICE OF THE REGISTRAR

The Effective Date of the Voluntary Withdrawal will be as follows:

- Effective Date will be entered into the student record as the **first business day after** the **end of the semester** that the voluntary withdraw is approved.



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International Student?

☐ Yes ☐ No

OIS Approval Signature:

| | | | |
|---|----------------------------|--------------------------------------|------|
| To: | Office of Graduate Studies | | |
| From: | | | |
| | Major | Graduate Director/Designee Signature | Date |
| | | | |
| | College | College Dean/Designee Signature | Date |
| The following student is requesting to voluntarily withdrawal from their program. All relevant documents including a Letter of Request from the student are attached. | | | |

| STUDENT INFORMATION | | |
|---------------------|------------|--------------|
| Last Name | First Name | USF ID# |
| Email | | Phone Number |
| Student Signature | | Date |

| | | | |
|---|---------------------------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> Master's Student | Concurrent Degree Enrolled? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Doctoral Student | Bachelor's/Master's Pathway Enrolled? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IMPORTANT: Withdrawal cannot be retroactive. The **effective date** will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester. The student will remain financially and academically responsible for any course they have registered for in the semester they are withdrawing from. The student may complete a **Graduate Studies Petition** to withdraw from the course or courses for which they are registered. The petition can be found at the following link: <https://www.usf.edu/graduate-studies/forms.aspx>.

WARNING! - The approval of this form/request does NOT automatically withdraw the student from their courses. This must be done through OASIS or with the appropriate petition.

Brief Justification:

| OFFICE OF GRADUATE STUDIES APPROVAL | |
|---|-------------------------|
| To: | Office of the Registrar |
| The recommended action concerning this student is approved and the appropriate records should be updated. | |
| Graduate Studies Associate Dean/Designee Signature | Date |

| OFFICE OF THE REGISTRAR'S ACTION | |
|---|------|
| Please check the actions taken and note the effective dates. | Date |
| <input type="checkbox"/> General Student Record, Student Attribute, and Comment Form updated to Inactive status. | |
| <input type="checkbox"/> Effective Date for the VOLUNTARY WITHDRAWAL (first business day after the end of the semester) | |
| <input type="checkbox"/> Office of Financial Aid Services Notified | |

| | | | |
|---------------|------|-----------|------|
| Processed by: | | | |
| | Name | Signature | Date |