



## Cleveland State University

### Checklist for Completely Withdrawing From the University – Undergraduate Students

- I. **Please complete the decision-making process related to withdrawing from CSU.**
  1. When determining whether you will completely withdraw from the University or not—review your options and if necessary—discuss with your academic advisor to identify an appropriate plan; you have four (4) options:
    - Work with your instructors to discuss options for getting caught up in your classes;
    - Explore the option of taking incomplete(s) and finishing your course work at a later time;
    - Drop some classes and remain enrolled in other classes;
    - Withdraw completely from the University
      - If you make the decision to withdraw, consider if/when to return to CSU
      - If you plan to return to CSU, review the [Leave of Absence](#) policy
  2. Contact Allin1 Enrollment Services- 216.687.5411 or [allin1@csuohio.edu](mailto:allin1@csuohio.edu)
    - Determine if/how your financial aid may be impacted
      - You may be required to repay all or part of your financial aid, including scholarships, grants, and loans
    - Consider the CSU [add/drop](#) and the [refund](#) deadlines. Note: ALT classes vary by the length of the class.
    - Consider the impact to your student [health insurance](#) because you may no longer be covered- 216.687.2048 or [belonging@csuohio.edu](mailto:belonging@csuohio.edu).
  3. Review the CSU [withdrawal](#), [grading](#), and [transcript](#) policies

4. Please complete all of the following which apply to you:

- If you are a student-athlete, notify your athletic advisor and the athletic department of your change in CSU status;
- If you are a Veteran, contact [VABenefits@csuohio.edu](mailto:VABenefits@csuohio.edu) if you are receiving veterans' educational benefits;
- If you are an International student, contact the [Center for International Services and Programs \(CISP\)](#) at [intlcenter@csuohio.edu](mailto:intlcenter@csuohio.edu) or 216.687.3910. Maintaining legal status is essential for all of our students whose primary citizenship is outside of the United States.

**II. While considering all the information you received, make the decision about which option you want to pursue.**

- Cancel your class(es)
  - Cancel your enrolled and/or wait-listed classes to avoid punitive grades (F, U, or NR)
  - Cancel any registrations for future terms if you are multi-term registered;
  - Print out a confirmation of the cancellation to keep for your records.
- Complete online loan exit counseling, if necessary.
  - Exit counseling is required by federal regulations for students who received Federal Direct Loans. If you received any or all of these loans during any point while attending CSU, login to <https://studentaid.gov> to complete your exit counseling.
- Pay any remaining balance on your student account- continue to login to your [CampusNet](#) account up to 30 days from the date you withdraw
  - Financial aid adjustments may be made to your student account;
  - Past due accounts may be referred to the Ohio Attorney General's Office- 1-888-301-8885.
- Cancel your housing contract
  - If you live in on-campus housing, contact Residence Life- [reslife@csuohio.edu](mailto:reslife@csuohio.edu) or 216.687.5196 and complete the cancellation of your contract via the [Residence Life Self-Service Portal](#).

- Return CSU property
  - To avoid late fees and/or replacement costs promptly return items including, but not limited to, library books, lab equipment, keys, parking pass, and laptop computers rented from Mobile Campus, etc.
- Student Employment at CSU
  - If you have a CSU job, research assistantship, teaching assistantship, etc. inform your supervisor or department.
- Update your address and phone number; if applicable
  - Update your Home and Mailing addresses in CampusNet under your Personal Data Tab;
- Defer/Appeal Your Scholarship
  - If you are taking a gap semester or year (and do not plan to enroll anywhere else); you must email [fao@csuohio.edu](mailto:fao@csuohio.edu) to appeal and request to defer any 4-year renewable Freshmen or 2-year renewable Transfer scholarship.
  - If you have an outside scholarship, and plan to enroll somewhere else-- you will need to email [fao@csuohio.edu](mailto:fao@csuohio.edu); as we will contact the scholarship office on your behalf to have your external award sent back to the originating organization, who will then (if applicable) reissue it at your new College/University.

### III. If you are transferring from CSU to another college:

- Visit our [Transcript](#) website to request your Cleveland State University transcript;
- To receive financial aid at your new school go to <https://studentaid.gov> and add your new school to your FAFSA
- If you would like Cleveland State to no longer contact you; Contact [Admissions@csuohio.edu](mailto:Admissions@csuohio.edu) and request to cease all communications.