



**OFFICE OF THE REGISTRAR**

PO Box 430  
Goodwell, Oklahoma 73939  
580-349-1376  
[opsu.registrar@opsu.edu](mailto:opsu.registrar@opsu.edu)

**WITHDRAWAL FORM**

Student is not officially withdrawn unless this form is received by the Office of the Registrar within published university deadlines (see the Academic Calendar at <https://www.opsu.edu/Offices/Admissions/Enrollment/Schedule/>)

This form is used to withdraw from all classes after the applicable semester or session has begun. Submit this form to the Office of the Registrar, Sewell-Loofburrow Office 128.

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
(Last) (First) (Middle)

Permanent Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_  
(other than your OPSU email address)

Semester of withdrawal Fall 21 \_\_\_\_\_  Spring 22 \_\_\_\_\_  Summer 22 \_\_\_\_\_

Did you attend class this semester? Yes  No

Do you plan to return to Oklahoma Panhandle State University in the future?  Yes  No If yes, which semester? \_\_\_\_\_

Withdrawal due to COVID-19? Yes  No

Reason for withdrawal (select best one):  
 academic difficulties  employment opportunity  financial  
 dissatisfaction with program  family reasons  health  personal  other

Students called to **active duty military service** must use the [Military Leave of Absence/Withdrawal](#) request form.

I understand that submitting this completed form to the Office of the Registrar will result in dropping all classes in which I am currently enrolled at Oklahoma Panhandle State University for the semester(s) listed above, provided that it is submitted by the appropriate drop/withdraw deadline(s). Course tuition and fees will be charged to my account according to the applicable refund deadlines.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
DEAN OF STUDENT SERVICES OR ACADEMIC ADVISOR

Signature \_\_\_\_\_ Date \_\_\_\_\_  
FINANCIAL AID

Signature \_\_\_\_\_ Date \_\_\_\_\_  
ISS OFFICER (International Students Only)

**College Advising Office:** Please check appropriate boxes below to indicate offices student must contact before leaving the University:

- Scholarships and Financial Aid (for students with scholarships, grants, loans, work-study, etc.)
- Housing (student with housing and meal plan contracts)
- Bursar (students with a non-zero balance on their Bursar account)

Registrar staff initials: \_\_\_\_\_ Effective date: \_\_\_\_\_ Date processed: \_\_\_\_\_ WD checklist provided: \_\_\_\_\_

Short courses/Pre-session courses completed: \_\_\_\_\_ Credit: \_\_\_\_\_

## Withdrawal checklist - to be retained by the student

**You are responsible for contacting the appropriate offices below to complete your withdrawal from OPSU.**

- Submit the completed and signed Withdrawal Form to the Office of the Registrar.** You are not officially withdrawn without this step. Students who withdraw after the automatic W drop/withdraw will receive final grades of "W" or "F" assigned by each instructor. Students called to active duty military service should use the [Military Leave of Absence/ Withdrawal request form](#).

Office of the Registrar / Email: [opsu.registrar@opsu.edu](mailto:opsu.registrar@opsu.edu) / Phone: (580) 349-1376 or Sewell-Loofbourrow 128

- Bursar Account** - Contact the Office of the Bursar to pay any remaining balance on your account. Please note that an outstanding balance may result in holds on your account that could prevent future registration or your ability to obtain a transcript.

Office of the Bursar / Email: [opsu.bursar@opsu.edu](mailto:opsu.bursar@opsu.edu) / Phone: (580) 349-1576 or Sewell-Loofbourrow 125

- Scholarships, Financial Aid, and Veteran Education Benefits** - If you have financial aid (grants, loans, work-study) or scholarships, you must contact the financial aid office about how your withdrawal impacts your aid. If you have a departmental scholarship, you should also notify the department that provided the scholarship. If you have received education benefits through the Veterans Administration, you must also contact the Financial Aid to determine the consequences of your withdrawal as it relates to your current and future veteran education benefits.

Office of Scholarships and Financial Aid / Email: [opsufinaid@opsu.edu](mailto:opsufinaid@opsu.edu) / Phone: (580) 349-1580 or Sewell-Loofbourrow 106

- Housing** - If you live in an OPSU residence hall or other student housing, you must contact the Residential Life office to notify them of your withdrawal. Please note your OPSU ID card will no longer work to access residence halls, so please contact the housing office if you need temporary access.

Campus Housing / Student Union / Email: [panhandlehousing@opsu.edu](mailto:panhandlehousing@opsu.edu) / Phone: (580) 349-1360

- Contact Information** - Update your mailing address and phone number by logging into your Banner account at [my.opsu.edu](http://my.opsu.edu) and update your Personal Information. You may also forward your OPSU email address to another email account by logging into O-Key at <http://okey.okstate.edu> and selecting the Email Destination menu item. Your OPSU email address will expire automatically 30 days after you have withdrawn. Please update your alternate email address in the O-Key system by selecting the Alternate Email menu item. This will allow the University to contact you electronically after your OPSU email address expires.

- Transcripts** - You can request official OPSU transcripts by logging into your Banner account or by making the request in person at the Office of the Registrar or the Academic Records Office. For more information go to: <https://www.opsu.edu/Offices/Admissions/Transcript-Request/> Note: Your OPSU email address (and your O-Key account) will expire approximately 30 days after you have withdrawn. You may continue to access Banner using your Banner ID and 6-digit Banner PIN once your O-Key account has expired. If you have forgotten your Banner PIN, please contact the Office of the Registrar or the Academic Records Office.

- Readmission to OPSU as an Undergraduate Student** - If you will not be returning to OPSU in the next fall or spring semester, but plan to return to OPSU in the future, you will need to apply for readmission to OPSU. Visit [www.opsu.edu](http://www.opsu.edu) and click on the "Apply Online" link for readmission.

Please complete our withdrawal survey via the QR code below:

