

INSTRUCTIONS - CAREFULLY FOLLOW EACH STEP BELOW

- ☐ STEP 1: Fill out the “Student Information” section
- ☐ STEP 2: Fill out the “Withdrawal Information” section
- ☐ STEP 3: Scan the QR code or enter the link to fill out the required “Withdrawing Student Survey”
- ☐ STEP 4: Sign, date, and send this completed form back to the Center for Student Success

STEP 1: Student Information

Last Name: _____ First Name: _____ USD ID #: _____

Address (Street, City, State, Zip): _____

Phone #: _____ Email Address: _____

Major: _____ Campus Residence Bldg. & Rm. # (If applicable): _____

Are you a student athlete on an Intercollegiate Athletic Team? (If yes, sign your initials here to confirm that you’ve updated the Athletics Department. | If this doesn’t apply to you, write “N/A”)

Are you an international student on a VISA and not a permanent resident of the U.S.? (If yes, sign your initials here to confirm that you’ve updated the Office of International Students and Scholars | If this doesn’t apply to you, write “N/A”)

STEP 2: Withdrawal Information

***My last day of class attendance was (List the date (MM/DD/YYYY) of when you last attended classes or the last final exam you have taken (whichever you most recently did) at the University of San Diego):

I want to WITHDRAW from the University of San Diego and all classes I am enrolled in for the (List the year (YYYY) next to the semester (Fall or Spring) that you no longer wish to be at USD for):

FALL

SPRING

**I will not be returning to USD, so the last semester I attended was (List the year (YYYY) of the last semester (Fall or Spring) that you most recently went to/attended classes for at USD):

FALL

SPRING

I am planning to transfer to the following school (if applicable):

****NOTE:** If you wish to return to the University of San Diego in the future, you must apply for readmission through the Registrar’s Office.

*****NOTE:** After the last day to withdraw from classes (see Academic Calendar for the year), grades will be issued on transcript for all courses.

STEP 3: Withdrawing Student Survey (DO NOT SKIP)

We cannot process your request without your recorded response to our Withdrawing Student Survey. Scan the QR code to complete it, or visit https://usd.qualtrics.com/jfe/form/SV_1BugeBdgd2r0Wj3



STEP 4: Sign, Date, and Send to the Center for Student Success (Email, Fax, or In-Person)

Student Signature: _____ Date Signed: _____