

Use this form to withdraw from all your courses for a specific term.

Access this online form at: <https://registrar.missouri.edu/registration-classes/add-drop-withdrawal/forms/>.

Note: Any field displaying an asterisk* is a required field. If not completed, a warning message will appear to complete prior to submission.

The screenshot shows a web browser window with the URL <https://registrar.missouri.edu/registration-classes/add-drop-withdrawal/forms/>. The page title is "Term Withdrawal 9014". There are two buttons at the top: "Academic Review" and "Registrar Review". Below these are "Current Status:" (set to "New") and "Current Owner:". A "Cancel" button is next to "Current Status:". A link "Need Help? Click Here" is also present. The form fields are as follows:

- 1. Student Name: * (text input field)
- Student Number: (text input field)
- 2. Are any of the courses you are withdrawing from self-paced? (radio buttons for Yes and No, with No selected)
- Are you a F-1/J-1 International Student? (radio buttons for Yes and No, with No selected)
- 3. Are you a Student Athlete? (radio buttons for Yes and No, with No selected)
- Career: * (radio buttons for Undergraduate, Graduate, Law, Medicine, Veterinary Medicine, Professional)
- 4. Term: * (text input field)
- Withdrawal Reason: (text input field)
- Select your Academic Unit: * (dropdown menu)
- My academic unit is not listed/I am Undergraduate non-degree seeking (checkbox)
- Submit to Academic Unit (button)

Callout 5 points to the "Attach (0)" button in the browser's toolbar.

Here are some tips for completing the form:

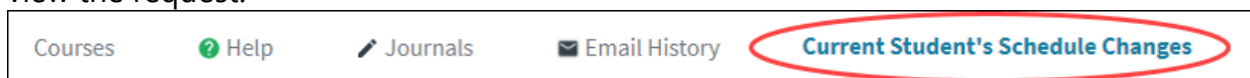
1. **Student Name and Number** – Populates when you log into the OUR web portal.
2. **Self-paced (6 month) course** – If the course is a self-paced (6 month) course, then mark the box.

NOTE: For self-paced (6 month) course, the term will default to the current term, you will need to change the term to the correct term you enrolled into the course.

3. **International or Athletic Students** – Any student in one of these categories will need to attach a permission document when dropping below full-time (UCRD = 12 credit hours) and Graduate (GRAD = 9 credit hours).
4. **Term** – The form can only be for one term. For multiple term changes, complete another form.
5. **Attachments** – Attach any documentation using the **Attach (Paperclip)** item on the menu bar.
6. Complete the **Career** and **Withdrawal Reason** fields.
7. **Select your Academic Unit** – Click the down arrow and enter your academic unit or select the box if you do not have an academic unit.
8. Click **Submit to Academic Unit** for approval and further processing.

Note: If you do not have an academic unit, then click the **Submit to Registrar** button.

Tip: Once you submit the form and are submitting additional requests, you can click on the **Current Student's Schedule Changes** tab on the right side of the screen to see your previous schedule changes. Click on any previous schedule change to open and view the request.



Once submitted, you can monitor the process of your request.

- a. A checkmark by **Academic Review** means your advising group has approved the form.
- b. A checkmark by the **Registrar Review** means the Office of the University Registrar has completed the request and made the necessary changes.



If you change your mind after form submission, you can log back in, locate and cancel the request prior to the **Registrar Review**. To identify the current status of your submission, look under **Current Status**. If it does not say **Registrar Review**, then click the **Cancel** button. If in **Registrar Review**, contact the Registrar's Office.

Term Withdrawal 9014

Academic Review

Registrar Review

Current Status:

New

[Cancel](#)

Current Owner:

[Need Help? Click Here](#)