



## **Withdrawing from the University**

### **Before Classes Begin**

A total withdrawal from Tennessee State University occurs when a student drops all enrolled courses for a specific semester. Students should carefully consider this decision, as withdrawing from TSU can significantly impact both academic progress and financial obligations. Only withdrawals processed prior to the first day of classes for the semester will qualify for a 100% tuition and fee adjustment. Students who have preregistered but decide not to attend must log in to myTSU to officially withdraw from all classes selected during preregistration. Courses dropped within the first 14 calendar days of the semester will not appear on the academic record and students will be eligible for a fee adjustment according to the published fee schedule.

The Tennessee State University website ([Student Refunds](#)) should be reviewed for detailed information on deadlines associated with withdrawing from courses. Once the Tuition and Fee Adjustment information has been carefully reviewed, the following procedures outlined below must be followed.

#### How to Withdraw from the University Prior the Start of the Semester:

1. Log into myTSU.
2. Click on the Registration and Student Records link.
3. Click on Add/Drop Classes.
4. Select 'Drop/Delete' from the drop down menu next to each class.
5. Click Submit.
6. View your class schedule to be sure that no classes are listed.

### **After Classes Begin**

After the initial 14-day period and until the withdrawal deadline (approximately the 60% mark of the semester), students withdrawing from a course will receive a grade of "W" without any adjustment in tuition and fees. Withdrawals beyond the published deadlines require documentation of extenuating circumstances and approval from appropriate university officials.

Students who have stopped attending courses must contact the academic advisor immediately to discuss the potential impacts on financial aid, housing, academic progression, and other university-related responsibilities. The academic advisors will provide guidance and assist with the withdrawal process as necessary. Attendance records can be verified by logging into the myTSU student portal. Students must refer to the Tennessee State University academic calendar

for specific deadlines related to course withdrawals and thoroughly review the Tuition and Fee Adjustment ([Student Refunds](#)) information for guidance on applicable financial adjustments.

Students may withdraw with a grade of “W” through the 60% completion point of the semester. Beyond this date and up until the last day of classes, withdrawal from courses will result in a “W” grade. After the conclusion of the final exam period, course withdrawals will only be considered in exceptional cases with documented extenuating circumstances. Documentation must be submitted to the Office of the Registrar for review and approval.

Students receiving federal financial aid—including Federal Pell Grants, Federal SEOG, Federal TEACH Grants, and Federal Direct Loans—are required to complete at least 60% of the semester to fully earn aid. If a student withdraws prior to reaching this 60% threshold, Tennessee State University must perform a Federal Return of Title IV Funds Calculation, potentially resulting in the return of some or all federal aid funds to the government. Additionally, state financial aid such as the Tennessee Student Assistance Award and Tennessee Education Lottery Scholarships may be canceled if the withdrawal occurs within the first 14 days of the semester. Students remain financially responsible for tuition and fees for courses attempted but not completed. A Return Calculation frequently results in a balance owed to the University, emphasizing the importance of attending and completing courses.

If a student’s enrollment status drops below half-time due to withdrawal, either officially or unofficially, Tennessee State University is required to notify the student's loan servicer. The student's six-month grace period for loan repayment will begin on the withdrawal date.

Furthermore, withdrawing from classes can negatively impact future financial aid eligibility. Federal regulations require students to maintain Financial Aid Satisfactory Academic Progress, which involves successfully passing at least 67% of all attempted credit hours. Dropping classes after the census date can reduce a student's pass rate, thereby jeopardizing financial aid eligibility. Students must refer to TSU's Financial Aid Satisfactory Academic Progress policy for detailed information.

#### How to Withdraw from Tennessee State University After the Semester Begins Through the Withdrawal Deadline:

Students withdrawing during the first 14 calendar days of the semester will not receive grades for their courses and are eligible for a 75% tuition fee adjustment. To complete this withdrawal:

1. Log into the myTSU student portal.
2. Navigate to the "Registration and Student Records" section.
3. Select "Add/Drop Classes."
4. Choose "Drop/Delete" next to each course listed.
5. Click "Submit."
6. Verify the class schedule to ensure all courses have been successfully removed.

Withdrawals during the next designated period will result in a grade of "W" for each course and a 25% tuition fee adjustment. Students should follow the same procedure listed above (steps 1-6).

For withdrawals after this period and up until the published withdrawal deadline, students will receive a grade of "W" with no tuition fee adjustment. Again, follow steps 1-6 above to complete the withdrawal.