

# Undergraduate Withdrawal Checklist



## ***Before you withdraw:***

Are you a newly accepted student in your first semester and is it before the end of add/drop?

If no, please skip this part.

If YES, follow the applicable instructions in this box before the end of add/drop- do not fill out the Withdrawal form as it will be voided.

A. **International Students:** before the end of add/drop in your first semester, please do the following:

1. use your WISER to drop your classes and update your U.S. address
2. contact [jsss@umb.edu](mailto:jsss@umb.edu) to transfer out, after this process is done
3. contact [Undergrad.Admissions@umb.edu](mailto:Undergrad.Admissions@umb.edu) to cancel or defer your acceptance

B. **Domestic Students:** before the end of add/drop in your first semester, please drop your classes via WISER and contact [Undergrad.Admissions@umb.edu](mailto:Undergrad.Admissions@umb.edu) to cancel or defer your acceptance.

**Any student looking to withdraw from the university after add/drop, please complete the withdrawal application. In semester withdrawals will receive grades of W**

### **Discuss your decision!**

We are here to help. If needed, make an appointment with one or more of the below support services to discuss your decision to withdraw or transfer. We want you to have all the information and options in front of you before making the decision to withdraw or leave.

**Academic Advising:** If you know who your advisor is, reach out to them directly. If you need help connecting with an advisor, [visit the advising info for all offices here](#).

**Health and Counseling Center:** Reach out to our team of social workers, psychologists and psychiatrists if you need extra support. Call: 617.287.5690 or email: [counseling.center@umb.edu](mailto:counseling.center@umb.edu)

**Dean of Students Office:** Not sure what resources are available to you? Call: 617.287.5800 or email: [dean.students@umb.edu](mailto:dean.students@umb.edu)

**Understand the financial consequences of withdrawing.** Check the [Bursar website](#) for Student Refund schedule. Please note that after 5 weeks into the semester, no refunds will be granted.

**Did you get Financial Aid?** Withdrawing may result in a reduction to the financial aid disbursed to your semester bill and may affect your future UMass Boston financial aid eligibility for students who are not maintaining [Satisfactory Academic Progress](#). Review information about the financial aid implications of University withdrawal online here. Reach out to [THE ONE STOP](#) if you have questions.

**Review your Account Activity.** Check WISER to see if you have an outstanding balance. Outstanding or overdue balances will prevent the release of records such as transcripts and may impact your ability to re-enroll.

- Do you have the University Health Insurance?** Insured students who withdraw from school after the 31st day following the first date of eligibility of the policy period will remain enrolled in the qualified Student Health Insurance Plan for the full period for which the premium was paid. There will be no refund of premium. Click [HERE](#) to see other FAQ's about the student health insurance plan.
- Are you receiving Veteran's education benefits?** Call 617.287.5890 or email [veterans@umb.edu](mailto:veterans@umb.edu) before you withdraw to ensure the Veteran's Affairs Office is aware of your situation.
- Are you an International Student?** You must reach out to the Office of Global Programs to discuss your intent. Failure to do so may result in termination of student status. Call: 617.287.5586 or email: [isss@umb.edu](mailto:isss@umb.edu)
- Do you live in the Residence Halls?** Contact the Office of Housing and Residential Life to discuss canceling your Housing License request. If you withdraw from all of your classes, you will not be permitted to remain in on-campus housing. Call 617.287.6011 or Email: [housing@umb.edu](mailto:housing@umb.edu)

### ***How to withdraw:***

- Read and complete the [Undergraduate Withdrawal Form](#).

### ***Transferring to a new school?***

- Institutions often ask for a letter of clearance (Dean's Certification, Transfer College Report, etc.) from the current or previous school that you attended. If the school you are planning to attend has not provided you with a form or "letter of clearance" for our Dean of Students Office to complete, you can find our [Deans Certification Form here](#). The Dean of Students Office will fill out the form, or attach our own letter of clearance when applicable.