



# College of Veterinary Medicine Policies and Procedures

Subject: Withdrawal Process

Section: Student Policy & Procedures

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To Be Reviewed Yearly by: Academic and Student Affairs (Significant changes reviewed by MSU General Counsel)

Source:

Cross Reference:

## Withdrawal Process

Withdrawing students and graduating seniors must complete a Clearance Form that may be obtained from the Academic Affairs Office. If the student desires to re-enroll in another Mississippi State University program, the student must reapply in the Registrar's Office.

### College of Veterinary Medicine Clearance

1. Student should inform the Associate Dean for Academic Affairs.
2. Student should contact the Office of Academic Affairs to obtain Clearance Form.

### University Clearance

1. Obtain university withdrawal form from the Office of Academic Affairs.
2. Form must be signed by the Dean or Associate Dean for Academic Affairs and then taken to the Registrar's Office.
3. Registrar's Office notifies housing, financial aid, comptroller's office, etc.
4. No withdrawals are allowed within two weeks of final examinations.  
([www.msstate.edu/web/student\\_policies.html](http://www.msstate.edu/web/student_policies.html))

### College of Veterinary Medicine Graduation

1. Students are provided the opportunity to participate in an Exit Interview process.
2. Students should contact the Office of Academic Affairs to obtain a Clearance Form.

Approved: \_\_\_\_\_

*Kent H. Hoblet*

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*3-24-2013*

Date