

# WITHDRAWAL FORM

**(To withdraw from individual classes during the withdrawal period)**

OneStop Student Services • University Hall • 350-4500

THIS FORM IS ONLY FOR STUDENTS WITHDRAWING FROM **SOME** CLASSES. IF YOU ARE WITHDRAWING FROM **ALL** CLASSES YOU MUST COMPLETE THE STUDENT EXIT PACKAGE

Name (Print) \_\_\_\_\_ UNCA ID# \_\_\_\_\_  
Last First Middle

Course/Dept \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_ Term: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Full \_\_\_\_\_  
 Semester \_\_\_\_\_ Year \_\_\_\_\_

**Are you currently living in a UNC Asheville residence hall?**

\_\_\_\_\_ No

\_\_\_\_\_ **Yes** (If this withdrawal decreases your enrolled hours below 12, the Dean of Students signature is required)

Dean of Students \_\_\_\_\_ Date \_\_\_\_\_

**Are you currently on Financial Aid?**

\_\_\_\_\_ No

\_\_\_\_\_ **Yes (If yes, Financial Aid signature is required)**

Fin. Aid Rep. \_\_\_\_\_ Date \_\_\_\_\_

**My signature below signifies that I understand:**

- I am responsible for returning this form, in person, to the University OneStop Center prior to the withdrawal deadline for the term in which this class is offered.
- A final grade of **W** will be assigned to the course listed above, and this grade will be permanently recorded on my academic transcript.
- Hours with a grade of **W** count as Attempted Hours for the purpose of academic standing and tuition surcharge calculations.
- Pro-rated tuition and fees are only refunded when a student officially withdraws from ALL courses (exits the university) during the first six weeks of the semester.
- I am responsible for checking my OnePort account within 24 hours of delivering this form to the University OneStop Center to confirm my schedule.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_  
*I have discussed their standing in class with this student*

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
*I have discussed the implications of withdrawing from this class with this student*

Processed By \_\_\_\_\_ Date \_\_\_\_\_

White: *OneStop*                      Canary: *Dean of Students*                      Pink: *Student*

Rev. 10/09

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