



Office of the University Registrar  
Akron, OH 44325-6208  
[registrar@uakron.edu](mailto:registrar@uakron.edu)

## Student Course Drop / Withdraw Form

**ATTENTION STUDENTS:**  
It is the responsibility of the student to determine the impact of withdrawing from courses on matters such as financial aid (including scholarships and grants), eligibility for on campus employment and housing, athletic participation, insurance eligibility and academic progress. Student should see his/her adviser for details. The refund policy is separate and distinct from the withdrawal policy. Students should make sure they are aware of the refund policy and how it may impact them financially. See <http://www.uakron.edu/student-accounts/refunds/>.

**This form will only be accepted from @uakron.edu or @zips.uakron.edu email addresses.**

<b>STUDENT INFORMATION (all fields required):</b>			<b>*By signing this form, the student indicates that he/she is responsible for any additional charges caused by a changed schedule.</b>
Student ID #:	First Name:	Last Name:	
UA Email:	Phone #:	Current College:	
Signature:		Date:	

Please see <https://www.uakron.edu/registrar/dates> to view the published Drop/Withdraw dates and the Withdrawal Policy

- Students can drop courses through the last published day to drop online via My Akron – no signatures needed – course(s) do not appear on the academic record
- Students can withdraw from courses after the last published day to drop through midnight Sunday of the 7<sup>th</sup> week of the semester online via My Akron – no signatures needed – a WD will appear on the academic record

COURSE DROP/WITHDRAWAL				Term:	Year:	Career:	Undergraduate	Graduate	Law
Class Number	Course # (Subject)(Catalog)(Sec)	Course Title	Units	DROP (through 14 <sup>th</sup> day)	WITHDRAWAL (after 14 <sup>th</sup> day)	WITHDRAWAL already processed	Count in WD totals	DO NOT count in WD totals	College where course resides
				Check one box			Initial one box		
75201	3400 492 001	Example Course	3		✓		21		BCAS

<b>Course Withdraw Approval Signature</b> (if needed for complete or late withdrawals)	Phone Ext	Date	<input type="checkbox"/> <b>Retroactive Withdrawal Request (see policy on page 2)</b> (check this box if the ending date for the course has passed)
Student's College Dean:			Retroactive withdrawal recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School or Law School Dean:			Approving Dean's Signature:
<b>Date student initiated withdraw request</b> (see page 2 for details):			<b>OFFICE USE ONLY</b>
Comments:			Processed by
			Date
			10/07/2021

### **Policy for Retroactive Withdrawal**

1. A retroactive withdrawal may be granted only when a student has experienced unforeseen, documented extenuating medical or legal circumstances that he/she could not have reasonably expected.
2. The student must submit all retroactive withdrawal requests within one calendar year of resuming coursework at The University of Akron.
3. The student must initiate the withdrawal request by providing written documentation of the circumstances, a current University of Akron transcript, current contact information, and a cover letter of explanation addressed to the dean of the college in which he/she is enrolled.
4. Upon receipt of required materials from the student, the receiving dean will discuss the request with the instructor(s) of record, relevant chair(s), and other deans (if the student is requesting retroactive withdrawal from courses in other colleges). Based on these discussions, a coordinated joint response regarding the request will be formulated by the receiving dean. If approval of the request is recommended by the receiving dean, the University Registrar will initiate the retroactive withdrawal. The receiving dean will notify the student of the action taken.
5. Requests that have been denied can be appealed to the Office of the Provost.
6. This process addresses academic changes to a student's record only. Once the academic record changes have been made, the student has the right to submit an appeal for tuition and/or fee changes. Information regarding the fee appeal process may be found at <https://www.uakron.edu/student-accounts/fee-appeals.dot>.

### **Date student initiated withdraw request**

The date the student initiated their drop/withdraw request, whether by email, phone or in-person communication, must be indicated on the drop/withdraw form. Supporting documentation must be provided with this form.