Student Drop/Withdrawal Request Workflow

Before Last Day to Drop

Academic Department
Processes the request

Student requests to drop a course

Is the student dropping all enrolled courses or last remaining course?
(Must be Medical or an extreme circumstance with documentation).

YES

Send student to Dean of Student (DOS)

If approved by DOS, Office of the Registrar (OR) will be notified via email. OR processes the withdrawal. (CRA and/or Grade Change is not needed.)

NO

UTA Withdrawal and Drop Policy Exception Form is needed for UGRD and GRAD students

If approved by academic department, a CRA/Grade Change is needed with petition and documents. Submitted to Office of the Registrar through SharePoint

DOS notifies student of request approval or denial