

TOTAL WITHDRAWAL INSTRUCTIONS AND CHECKLIST

The Total Withdrawal form is used by students (or faculty/staff) who must withdraw from all courses in which they are enrolled. Both degree-seeking and non-degree students use this form, but approval signatures will be different. Students may be required to provide documentation prior to submission in support of their withdrawal request. The following instructions and checklist will help students with the process. For specific deadlines, see the university academic calendar.

1. Use this form to withdraw from all enrolled classes BEFORE the Withdrawal Deadline (the ninth Friday of the term)

- Use this form to withdraw from all enrolled classes (even if just one) after the last day to add/drop, but before the last day of student-initiated withdrawals.
- Students will receive a 'W' grade for all classes, which does not impact a student's GPA. Students not completing this process by the appropriate deadline may receive failing grades.
- Students withdrawing from classes under extenuating circumstances may appeal to the university Business Office for a tuition refund using a separate form (www.uaf.edu/business/forms.html).

2. DO NOT USE THIS FORM to withdraw from all enrolled classes AFTER the Withdrawal Deadline (the ninth Friday of the term)

- Total withdrawals after the student-initiated withdrawal deadline require the Appeal for Late Withdrawal form.
- Late Withdrawals are exceptions to policy and are allowed only in exceptional cases. Approval is not automatic and documented evidence may be required.
- Acceptable serious and compelling reasons for an Appeal for Late Withdrawal may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside of student's control (for example, major employment change, fire, flood). Failing a course or avoiding an unsatisfactory grade is not a serious and compelling reason for seeking a late withdrawal and will not be approved.

DEGREE-SEEKING CHECKLIST PRIOR TO SUBMISSION OF THE TOTAL WITHDRAWAL FORM

1. Check Degree-Seeking Student box
2. Complete all information – especially contact information
3. Complete the withdrawal checklist and provide a brief description for the withdrawal
4. Sign the form and obtain your advisor's signature
5. Obtain clearance signatures from the UAF Financial Aid Office and the UAF Business Office
6. The withdrawal is not official until it has been accepted and processed by the Office of the Registrar

NON-DEGREE STUDENT CHECKLIST PRIOR TO SUBMISSION OF THE TOTAL WITHDRAWAL FORM

1. Check Non-Degree Student box
2. Complete all information – especially contact information
3. Complete the withdrawal checklist and provide a brief description for the withdrawal
4. Sign the form and obtain clearance signatures from the UAF Business Office
5. The withdrawal is not official until it has been accepted and processed by the Office of the Registrar

- Use this form to withdraw from ALL courses within the current semester prior to the 9th Friday of the term (see the Academic Calendar for specifics)
- Use the "Appeal for Late Withdrawal" form if you are withdrawing from ALL courses after the 9th Friday of the term (see the Academic Catalog)

Certified Day of WD: _____ Processed By: _____ Processed Date: _____
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- Degree Seeking Student (accepted into a degree program, including General Studies and Pre-Majors)
- Non-Degree Students (taking courses for personal interest or development, not pursuing a degree)

TOTAL WITHDRAWAL REQUESTS DO NOT BECOME OFFICIAL UNTIL PROCESSED BY THE REGISTRAR'S OFFICE. STUDENTS NOT COMPLETING THIS PROCESS WITHIN SPECIFIED DEADLINES MAY RECEIVE FAILING GRADES.

NAME	UA ID:								
(Last)	(First)	(Middle)							

EMAIL ADDRESS _____ MAILING ADDRESS: Street & No. or PO Box _____ City, State, Zip _____	PHONE NUMBERS: Cell Number _____ Day Number _____ Evening Number _____
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Complete the following checklist **BEFORE** stating your reason for withdrawal and signing the form:

- I have updated my mailing address under the "Personal Information" tab at UA Online (uaonline.alaska.edu) and will check my assigned UA email account for necessary correspondence
- I will be seeking a refund of tuition. I must submit an Appeal for Refund of Tuition at www.uaf.edu/business/forms
- I will schedule a checkout time with Residence Life (474-7247) if I live in campus housing
- I will contact Dining Services (474-6661) if I have a dining service meal plan
- I will return any university keys to the university Key Shop (474-6778)
- I will contact the university Post Office to forward my mail or return my mailbox key (474-7215)
- I am a Degree Seeking student. I will:
 - ✓ Check with Financial Aid on how this may impact my eligibility or return of financial aid
 - ✓ I will obtain my advisor's signature

*Degree-seeking students are required to obtain BOTH clearances from the departments below.
 Non-Degree students are only required to obtain clearance from the Business Office.*

Department	Department Signature	Date	Charges
1. Financial Aid (474-7256) *Not required for non-degree students			
2. Business Office (474-7384)			

REASON FOR WITHDRAWAL _____	
CHECK APPROPRIATE BOX: <input type="checkbox"/> Job Change (JC) <input type="checkbox"/> Military Change (ME) <input type="checkbox"/> Medical Illness/Emergency (PE) <input type="checkbox"/> Transferring (TR) <input type="checkbox"/> Unaware of Policy <input type="checkbox"/> Other (OT) _____	
Your signature below indicates the information provided within this form is true and accurate and that you accept responsibility for any outstanding financial obligations owed to the university.	
Student's Signature _____	Date _____
Academic Advisor's Signature _____ (Degree-Seeking Students' Only)	Date _____