

TOTAL WITHDRAWAL

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 Bursars Office for a tuition refund using a separate form (www.uaf.edu/bursar/forms/).

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/Audit form.
- Late Withdrawals are...

TOTAL WITHDRAWAL

Term _____ P _____

- Use this form to withdraw from ALL courses within the current semester prior to the 9th Friday of the term (see JTJ 0 6T70.011 Tc .003)